

Certified as a Regulation or
as Regulations) of the

Department of Social Welfare

(Name of State Agency)

C. J. Schatland

(Signature)

Director

(Title)

5-29-53

(Date)

LA OFFICES

ANGELES OFFICE
MICHIGAN 8411
MIRROR BUILDING
45 SOUTH SPRING STREET
12

SACRAMENTO OFFICE
GILBERT 2-4711
924 NINTH STREET
14

SAN FRANCISCO OFFICE
EXBROOK 2-8751
GRAYSTONE BUILDING
948 MARKET STREET
2

Earl Warren
Governor

STATE HEADQUARTERS

SACRAMENTO
GILBERT 2-4711
616 K STREET
14

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

May 29, 1953

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

ADDRESS REPLY TO:

616 K. Street
Sacramento 14

Dear Mr. Jordan:

Attached are three copies of regulations issued by the State Department of Social Welfare with Aid to Needy Children Manual Letter No. 24.

These regulations were adopted by the State Social Welfare Board on May 22, 1953, pursuant to the powers conferred upon it by the Welfare and Institutions Code under Sections 103, 103.5, and 114(b), and are being filed in accordance with Sections 11380 and 11422(c) of the Government Code.

The regulations contained in Section C-340 are to be effective July 1, 1953. The regulations contained in the following sections are to be effective June 1, 1953:

C-606	C-636
C-624	C-648
C-628	C-652
C-632	C-664

Three copies of the "Finding of Emergency" adopted by the State Social Welfare Board on May 22, 1953, with respect to the above regulations are attached.

Very sincerely yours,

Charles I. Schottland

Charles I. Schottland
Director

Attachments

FILED

in the Office of the Secretary of State
of the State of California

MAY 29 1953

At 330 o'clock P.M.

FRANK M. JORDAN, Secretary of State

By *Edmund G. Sample*
Assistant Secretary of State

FINDING OF EMERGENCY

Manual Sections A-1506, B-712, C-606, A-1524, B-718, C-624, A-1528, C-628, B-719, A-1532, B-720, C-632, A-1536, B-722, C-636, A-1548, B-726, C-648, A-1564, B-734, C-664, A-1552, B-728, and C-652 are urgency measures necessary for the immediate preservation of the public peace, health and safety or general welfare within the meaning of Section 11421 of the Government Code, and notice and public procedure thereon are impracticable, unnecessary and contrary to the public interest. These regulations shall become effective immediately upon filing with the Secretary of State. The facts constituting the necessity are:

Appellants in public assistance cases, if eligible for aid, are in immediate need and their appeals should be decided with reasonable promptness. The need for a revision in procedures in order to accomplish reasonable promptness has been established by Part Three of the Report of the Interim Committee on Social Welfare, issued in January 1953. A bill now pending before the State Legislature will revise procedures so as to hasten the processing of appeals, but, if adopted, will not be effective until September, 1953. Meanwhile these revised regulations are necessary in order to hasten the processing of appeals within the framework of the existing law and to reduce the time within which appellants who are found eligible for aid by the Board will have to wait in order to receive the assistance to which they are entitled.

Adopted by State Social Welfare Board
May 22, 1953

FILED

In the Office of the Secretary of State
of the State of California

MAY 29 1953

At 330 P. M.

FRANK M. JORDAN, Secretary of State

By *[Signature]*
Assistant Secretary of State

CHARLES I. SCHOTTLAND
Director

EARL WARREN
Governor

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14
May 29, 1953

FILED
in the Office of the Secretary of State
of the State of California

MAY 29 1953

At 330 P M.

FRANK M. JORDAN, Secretary of State

By *[Signature]*
Assistant Secretary of State

AID TO NEEDY CHILDREN MANUAL LETTER NO. 24

The attached revisions numbered 215 through 224 are to be entered in your copy of the Manual of Policies and Procedures - Aid to Needy Children and the revision numbers canceled on the inside of the manual cover.

These revisions were adopted by the Social Welfare Board on May 22, 1953 and are effective as follows:

June 1, 1953

C-606
C-624
C-628
C-632
C-636
C-648
C-652
C-664

July 1, 1953

C-340

Sec. C-340 has been revised to bring the table of redemption values in United States Savings Bonds into conformity with the increased scale now in effect.

Secs. C-606, C-624, C-628, C-632, C-636, C-648, C-652, and C-664 have been revised to simplify and speed up the appeals process. Among other changes, the statement called Basis of Action has been simplified, and must be submitted within ten days instead of fifteen.

An initial supply of Gen M29A is being sent to all counties.

Attachment

REDEMPTION VALUE SERIES E BONDSAfter Date of MaturityBonds Issued May 1, 1941, through April 1, 1942

<u>Period After Maturity Date</u>	<u>Redemption Values</u>		
	<u>\$25</u>	<u>\$50</u>	<u>\$100</u>
Less than $\frac{1}{2}$ year	\$25.00	\$50.00	\$100.00
$\frac{1}{2}$ to 1 year	25.31	50.62	101.25
1 to $1\frac{1}{2}$ years	25.62	51.25	102.50
$1\frac{1}{2}$ to 2 years	25.94	51.87	103.75
2 to $2\frac{1}{2}$ years	26.25	52.50	105.00
$2\frac{1}{2}$ to 3 years	26.56	53.12	106.25
3 to $3\frac{1}{2}$ years	26.87	53.75	107.50
$3\frac{1}{2}$ to 4 years	27.19	54.37	108.75
4 to $4\frac{1}{2}$ years	27.50	55.00	110.00
$4\frac{1}{2}$ to 5 years	27.81	55.62	111.25
5 to $5\frac{1}{2}$ years	28.12	56.25	112.50
$5\frac{1}{2}$ to 6 years	28.44	56.87	113.75
6 to $6\frac{1}{2}$ years	28.75	57.50	115.00
$6\frac{1}{2}$ to 7 years	29.06	58.12	116.25
7 to $7\frac{1}{2}$ years	29.37	58.75	117.50
$7\frac{1}{2}$ to 8 years	30.00	60.00	120.00
8 to $8\frac{1}{2}$ years	30.67	61.33	122.67
$8\frac{1}{2}$ to 9 years	31.33	62.67	125.33
9 to $9\frac{1}{2}$ years	32.00	64.00	128.00
$9\frac{1}{2}$ to 10 years	32.67	65.33	130.67
End of 10 years	33.33	66.67	133.33

(Section Continued on Next Page)

SERIES E WAR BONDS

<u>Year after month of issuance</u>	<u>\$25</u>	<u>\$50</u>	<u>\$100</u>
$\frac{1}{2}$	\$18.75	\$37.50	\$ 75.00
$1\frac{1}{2}$	18.75	37.50	75.00
$2\frac{1}{2}$	18.87	37.75	75.50
$3\frac{1}{2}$	19.00	38.00	76.00
$4\frac{1}{2}$	19.12	38.25	76.50
$5\frac{1}{2}$	19.25	38.50	77.00
$6\frac{1}{2}$	19.50	39.00	78.00
$7\frac{1}{2}$	19.75	39.50	79.00
$8\frac{1}{2}$	20.00	40.00	80.00
$9\frac{1}{2}$	20.25	40.50	81.00
$10\frac{1}{2}$	20.50	41.00	82.00
$11\frac{1}{2}$	20.75	41.50	83.00
$12\frac{1}{2}$	21.00	42.00	84.00
$13\frac{1}{2}$	21.50	43.00	86.00
$14\frac{1}{2}$	22.00	44.00	88.00
$15\frac{1}{2}$	22.50	45.00	90.00
$16\frac{1}{2}$	23.00	46.00	92.00
$17\frac{1}{2}$	23.50	47.00	94.00
$18\frac{1}{2}$	24.00	48.00	96.00
$19\frac{1}{2}$	24.50	49.00	98.00
20	25.00	50.00	100.00

On May 1, 1951, the first Series E bonds reached maturity. These may be cashed, held, or exchanged for Series G bonds.

(Section Continued on Next Page)

C-340 (Continued)

C-340

8. Judgments

The value of a judgment which has not been executed shall be determined.

If the judgment is against a solvent corporation, the value of the judgment shall be considered to be available and equal to the amount of the judgment.

If the judgment is against someone other than a solvent corporation, the county shall determine the ability of the judgment debtor to pay. The current market value of the judgment shall then be secured through a bank or person qualified to make such an appraisal.

9. Notes, Mortgages, and Deeds of Trust

The current market value of notes, mortgages, and deeds of trust, i.e., the amount which could be realized if such instruments were offered for quick sale, shall be secured from local bankers, realtors, loan companies, or others qualified to make such estimates.

10. Business Enterprises

The current market value of a parent's or child's interest in the stock on hand, fixtures and equipment, and the "accounts receivable" of business enterprises shall be estimated by a representative of a collection agency, a retail credit association, or other organization or person qualified to make such an appraisal.

If it is determined that a business enterprise is part of a program of rehabilitation for a parent, or of a program to assist in the maintenance and self-support of the family, it shall not be considered as personal property in determining eligibility. However, all pertinent facts regarding the program and business shall be recorded in the narrative.

11. Farm Equipment, Livestock, and Fowl

The current market value of farm machinery and equipment, such as tractors, cultivators, etc., and livestock, fowl, and stored crops shall be secured from county agricultural agents, the Farmers Home Administration, the Federal Land Bank, or other firms or individuals qualified to estimate the re-sale value of such holdings.

If it is determined that farm equipment, livestock, fowl, and stored crops are part of a program of rehabilitation for a parent, or of a program to assist in the maintenance and self-support of the family, it shall not be considered as personal property in determining eligibility. However, all pertinent facts regarding the program and business shall be recorded in the narrative.

(Section Continued on Next Page)

C-340 (Continued)

C-340

REDEMPTION VALUE SERIES E BONDSAfter Date of MaturityBonds Issued May 1, 1942, through April 1, 1952

<u>Period After Maturity Date</u>	<u>Redemption Values</u>		
	<u>\$25</u>	<u>\$50</u>	<u>\$100</u>
First $\frac{1}{2}$ year	\$25.00	\$50.00	\$100.00
$\frac{1}{2}$ to 1 year	25.37	50.75	101.50
1 to $1\frac{1}{2}$ years	25.75	51.50	103.00
$1\frac{1}{2}$ to 2 years	26.12	52.25	104.50
2 to $2\frac{1}{2}$ years	26.50	53.00	106.00
$2\frac{1}{2}$ to 3 years	26.90	53.80	107.60
3 to $3\frac{1}{2}$ years	27.30	54.60	109.20
$3\frac{1}{2}$ to 4 years	27.70	55.40	110.80
4 to $4\frac{1}{2}$ years	28.10	56.20	112.40
$4\frac{1}{2}$ to 5 years	28.50	57.00	114.00
5 to $5\frac{1}{2}$ years	28.95	57.90	115.80
$5\frac{1}{2}$ to 6 years	29.40	58.80	117.60
6 to $6\frac{1}{2}$ years	29.85	59.70	119.40
$6\frac{1}{2}$ to 7 years	30.30	60.60	121.20
7 to $7\frac{1}{2}$ years	30.75	61.50	123.00
$7\frac{1}{2}$ to 8 years	31.20	62.40	124.80
8 to $8\frac{1}{2}$ years	31.65	63.30	126.60
$8\frac{1}{2}$ to 9 years	32.15	64.30	128.60
9 to $9\frac{1}{2}$ years	32.65	65.30	130.60
$9\frac{1}{2}$ to 10 years	33.15	66.30	132.60
End of 10 years	33.67	67.34	134.68

(Section Continued on Next Page)

C-612 HOW AN APPEAL IS FILED

C-612

The person or agency who wishes to file an appeal does so by notifying the SDSW of his desire for a fair hearing. Request for fair hearing must be in writing and must be signed by the appellant. It may take the form of:

1. A specific statement, in letter form, that the appellant desires a fair hearing;
2. A petition requesting a fair hearing, or
3. A completed Form DPA 13, Appeal to the SDSW (provided by the SDSW).

The appellant may supplement his request for a fair hearing as he desires but it is to his advantage to have the basis of his dissatisfaction clearly set forth in advance of the hearing. This may be reported by letter or on Form DPA 14, Basis of Appeal to the State Department of Social Welfare (provided by the SDSW). However, such statements do not take the place of appearance at the hearing since it is the opportunity to appear and be heard that is being requested. (WIC 104.5, 1551)

(Section Continued on Next Page)

C-606 RIGHT AND SCOPE OF APPEAL

C-606

The dissatisfied person or agency who has not been able to secure a satisfactory adjustment on behalf of the child in dealing with the county has two remedies open to him at all times. He may ask the SDSW to review the child's situation and assist him in securing a satisfactory adjustment; or he may file an appeal with the SDSW, requesting a fair hearing. Having chosen either procedure, he may change to the other at any time. Once he has chosen an appeal for a fair hearing the hearing shall not be delayed or canceled without his consent because of the existence of a possibility of adjustment.

While each county should have adequate procedure for considering complaints and may be able to adjust some of them by administrative action, the dissatisfied person or agency acting on behalf of a child is not required to exhaust the possibilities of such procedure as a preliminary to presenting his problem to the SDSW.

The right of appeal can be exercised only by a person or agency responsible for the care and supervision of the child or by his duly authorized representative. It can not be exercised on behalf of a deceased child.

Every person or agency applying for or receiving assistance on behalf of a child shall be informed, by the county, regarding the right of appeal. An explanation of this right shall be given at the time of application. Written notice of the right of appeal shall be included in every notification of the granting, denial, increase, decrease, discontinuance, or suspension of assistance, or request for repayment.

While all persons or agencies responsible for the care or supervision of children on whose behalf applications have been made or who are receiving assistance have the right of appeal and may request a fair hearing on any point of dissatisfaction, decision by the SSWB is limited to those matters in which the SSWB has jurisdiction. This limitation bars the SSWB from considering appeals which do not pertain to programs supervised by the SDSW, except to the extent necessary to determine whether or not the SSWB has jurisdiction.

Typical causes for appeal in ANC are the following:

1. Assistance has been denied by the county
2. Assistance is insufficient to meet the family's needs
3. Assistance has been discontinued
4. There is question as to the date on which assistance should begin
5. The county does not take an application at time of request
6. The county does not take action on the application after a reasonable lapse of time
7. The appellant believes the child eligible for retroactive assistance
8. Dissatisfaction with the county's request for repayment of assistance
9. The county refuses to return alleged erroneous repayment of assistance
10. Dissatisfaction exists over any other matter which concerns an application for, or receipt of, ANC.

(W&IC 104.5, 1551)

C-620 (Continued)

C-620

If it is not possible to conclude the hearing because additional information must be secured, the hearing is continued to a suitable later date. (See Sec. C-660, Continuance for Further Information.) Similarly, in the case of non-appearance, the hearing is continued pending redetermination of the wishes of the appellant. (See Sec. C-664, Continuance Because of Non-Appearance.)

As soon as possible following conclusion of the hearing, the referee prepares a report to be submitted to the SSWB, including formal findings in the light of law and policy and a proposed decision.

The SSWB studies the evidence developed during the hearing and renders a decision by adopting, modifying, or otherwise changing the proposed decision of the referee.

Both the appellant and the county receive prompt notification of the SSWB decision. The letter of notification is accompanied by a copy of the findings and the decision adopted by the SSWB.

(W&IC 104.5, 1551)

C-624 WITHDRAWAL OF APPEAL BEFORE DECISION

C-624

The appellant may withdraw his appeal at any time before a decision is rendered by the SSWB. The withdrawal must be in writing and may be made either by letter or by use of Form Gen M29, Withdrawal of Appeal, or by use of Form Gen M29A, Conditional Withdrawal of Appeal.

In cases in which there appears to be a possibility of adjustment the appellant may submit a conditional withdrawal which will preserve his right to file a new appeal for a fair hearing if he is dissatisfied with the adjustment process. No hearing shall be delayed or canceled because of the possibility of review and adjustment unless the appellant signs a withdrawal or conditional withdrawal.

(W&IC 104.5, 1551)

(Section Continued on Next Page)

C-616 TIME LIMIT ON APPEALS

C-616

The right of appeal must be exercised within one year from the date of the county action or order which caused dissatisfaction. Since the date of county action is the determining date, an appeal must be signed before the anniversary date of the county action. For example:

1. In appeals for the return of erroneous repayments, the date of collection or the date of the last installment payment is the determining date.
2. In appeals from demand for repayment the date of the last demand or the date agreement to repay was signed or a lien taken, whichever is later, is the determining date.
3. In appeals involving amount of the assistance payment, for example, a decrease in the assistance payment that has continued for more than a year, appeal may be made from deductions made during the preceding year, since the granting of assistance is considered a succession of monthly orders by the county.
4. In appeals from retroactive discontinuance following cancelation of suspended warrants, the date of discontinuance action is the determining date. The period involved in the appeal would extend back to the effective date of the discontinuance. (W&IC 104.5, 1551)

C-620 APPEAL PROCEDURE - GENERAL DESCRIPTION

C-620

The SDSW notifies the county concerned when an appeal is filed. The county reviews its record as to the possibility of adjustment by administrative action, eligibility on points other than the one at issue, and amount of assistance payable if the appeal is granted. The county submits a written summary (Basis of Action) in advance of the hearing, and prepares to present all available information relevant to the issue at the hearing. The county must be represented at the hearing. (See Secs. C-640, When Hearing Not Held in County Responsible for Assistance, and C-628, County Responsibility in Appeals.)

Each applicant shall be given full explanation of (a) his rights and responsibilities in an appeal hearing and (b) how to prepare for the hearing. He shall also be given such reasonable assistance in preparation as he may require.

In general, the appellant submits, in advance of the hearing, a statement of the basis of his dissatisfaction. The appellant may appear in person or by authorized representative but there must be an appearance at the hearing.

All hearings are held by a referee designated by the SSWB, except that the SSWB may, on its own motion and subject to conditions affecting the appellant, elect to hear specific cases directly. (See Sec. C-634, Hearing Conducted by SSWB.)

Fair hearings are set with as little delay as possible. (See Sec. C-636, Setting the Hearing.) The hearing is an orderly but informal proceeding, much in the nature of a conference. Attendance is limited to those persons who are directly concerned.

(Section Continued on Next Page)

State of California

Department of Social Welfare

CONDITIONAL WITHDRAWAL OF APPEAL

State No. _____

I, _____, the undersigned,
(Name)

hereby withdraw my request to present evidence at a fair hearing before the State Social Welfare Board or a referee, and I ask that my case be handled instead as a complaint so that the possibility of an adjustment may be considered informally.

I understand that if I am not satisfied with the adjustment process I may renew my request for a fair hearing if I apply not later than sixty days after the county notifies me of the action taken upon reconsideration of my case. Upon such renewal I shall have the same rights I would have had if I had not signed this conditional withdrawal.

(Signature)_____
(Date)

Form Gen M29A (May 1953)

C-624 (Continued)

C-624

FORM GEN M29

State of California

Department of Social Welfare

State No. _____

WITHDRAWAL OF APPEAL

I, _____, the undersigned,
(Name)

hereby withdraw the appeal I filed with the State Department of Social
Welfare on _____ from the action taken by _____
(Date)

County regarding my application for or receipt of _____
(Aid or Security)

I wish to withdraw the appeal because _____

Dated _____ Signed _____

Form Gen M29, Revised July 1951

(Section Continued on Next Page)

C-632 (Continued)

C-632

If, prior to the hearing, the county determines that the appellant's eligibility on some point other than that mentioned in the Basis of Action is in question the county shall send to the appellant and to the SDSW a brief supplemental statement of the additional points at issue so that if necessary the additional issues may be considered at the hearing. Prior to the hearing, the county shall also make a complete computation of the aid which will be allowable month by month if the appeal is granted, showing how the amounts were determined.

(W&IC 104.5, 1551)

C-636 SETTING THE HEARING**C-636**

Responsibility for scheduling the time and place of hearing rests with the SDSW. Procedures leading to a hearing are initiated as soon as an appeal is filed. Any change of address or any information either affecting the time or place of hearing or being submitted for presentation at the hearing should be directed to the SDSW, attention Central Office Appeals Section.

1. Date of Hearing. After expiration of the time for receipt of the Basis of Action (See Sec. C-632), the SDSW shall schedule the hearing for the first available date that will permit ten days notice to the appellant and the county.
2. Place of Hearing. Since the place of hearing must be convenient to the appellant's home, it is generally held at the county seat of the county in which the appellant is living at the time of the hearing. If transportation presents a major problem to the appellant or if he is physically unable to undertake the trip to the county seat, the appellant may request that the hearing be held in another county, in his home community, or in his own home if he is bedridden or otherwise unable to leave his home.

The county in which the hearing is to be held shall assist in arranging for a suitable hearing room when requested to do so by the SDSW. The room should be large enough to accommodate approximately six or eight people and should contain a table where the referee and reporter can work. It should be in some public building, preferably in quarters other than those occupied by the county welfare department, and should afford privacy.

3. Notification. The appellant and the county shall have not less than ten days' notice of the time and place of hearing. Notification shall be in writing and shall be sent by registered mail, return receipt requested.

The SDSW may for good cause grant a request by the appellant or the county for postponement of the hearing.

(W&IC 104.5, 1551)

C-628 COUNTY RESPONSIBILITY IN APPEALS

C-628

On receipt of notification by the SDSW that an appeal has been filed, the county shall review its record immediately, in order:

1. To prepare a statement, Basis of Action, (See Sec. C-632) and mail copies to the appellant and to the SDSW within ten days of receipt of notification that the appeal has been filed;
2. To re-examine the action or situation cited to determine if adjustment through county administrative action is in order; and to notify the SDSW immediately if there is a possibility of adjustment;
3. To determine whether the appellant is eligible on all points other than the point at issue;
4. To ascertain whether there is sufficient information on file to determine the amount of assistance allowable if the appeal is granted; and
5. To determine whether additional investigation is necessary.

The county shall make any necessary additional investigation in preparation for the hearing.

The county has continuing responsibility for maintaining contact with the appellant and shall report promptly to the SDSW, attention Central Office Appeals Section, any change in the appellant's mailing address that comes to the county's knowledge during the period that hearing and decision are pending.

In general, the county has responsibility for such preparation for, and participation in, the hearing as will facilitate a full and fair hearing.

(W&IC 104.5, 1551)

C-632 COUNTY SUMMARY OF APPEALED ACTION

C-632

Within ten days after receipt of notification that an appeal has been filed, the county shall send to the appellant and to the SDSW copies of a summary called Basis of Action which shall include the following:

1. A statement of the county action or actions from which appeal is made, and the date of such action;
2. A brief statement in non-technical language of the reasons for taking the action appealed from.

The county may include within the Basis of Action a review of the evidence, a statement of verification of eligibility, results of additional investigation, or other points and information concerning computation of aid if payable, provided that the inclusion of such material does not delay the submission of the Basis of Action.

(Section Continued on Next Page)

C-644 THE REFEREE--FUNCTION AND DUTIES

C-644

The referee is a hearing officer designated by the SSWB to hear an appeal, take evidence, and prepare findings for consideration by the SSWB.

In conducting the hearing the referee shall, to the fullest extent possible, strive to:

1. Reassure the appellant that he is to receive a full and fair hearing
2. Secure full and cooperative participation by those who have information to present
3. Define clearly the issues involved in and the period covered by the appeal
4. Cover all relevant points of fact or argument
5. Provide ample opportunity for principals to question testimony and examine documentary evidence
6. Secure all available or necessary information.

To these ends, it is necessary that the referee maintain order, retain general control of the proceeding, direct the hearing to relevant points, avoid irrelevant discussions as far as possible without unduly limiting expression, and generally to guide the hearing to a successful conclusion.

If sufficient information regarding the point at issue is not available at the hearing, the referee may, at his discretion:

1. Continue the hearing to a later date (See Sec. C-560, Continuance for Further Information)
2. Close the hearing but withhold his report and proposed decision (See Sec. C-556, Referee's Request for Additional Material).

The second phase of the referee's function is preparation and submission of a report to the SSWB, such report to be accompanied by a transcript of testimony. The report shall include:

1. A statement of the issues involved in, and the period covered by, the appeal
2. Findings of fact based on the evidence
3. Analysis of the findings in relation to law and policy
4. A proposed decision and order.

The referee's report shall be prepared as soon as possible following conclusion of the hearing and shall be prepared with due consideration for points of law and policy. In preparing his report, the referee shall consult legal and policy authorities as necessary but he shall be fully responsible for the content of the report.

(W&IC 104.5, 1951)

C-640 WHEN HEARING NOT HELD IN COUNTY RESPONSIBLE FOR ASSISTANCE

C-640

If the hearing is to be held in a county other than the responsible county, the latter county may elect any one of the following procedures:

1. Send a county representative, with the case record, to the hearing; or
2. Include in the Basis of Action all of the information in the county's possession regarding the point at issue, both supporting and opposing the county action, together with relevant dates and any argument the county desires to make and conclude with the statement that the county rests its case on the Basis of Action.
3. Send the case record, containing all relevant information in the county's possession, to the county in which the appellant is living, with the request that the second county represent the responsible county at the hearing. Such request should be made in sufficient time to allow the second county to arrange such representation or to notify the first county of its inability to act. The first county would then, necessarily, follow one of the other two procedures.

(W&IC 104.5, 1551)

C-656 REFEREE'S REQUEST FOR ADDITIONAL MATERIAL**C-656**

If the referee feels the need of verification or documentation of unsupported statements made at the hearing, he may, at his discretion, order one or both of the principals to secure and send to him such verification or documents. He may then close the hearing after informing the principals that his report and recommendations will be held in abeyance pending receipt of the material requested.

Any such material shall be submitted directly to the referee. It shall be made available to both principals and they shall be given time for rebuttal before the referee submits his report. If further testimony is required because of the nature of the information submitted, the referee may request the SDSW to set a date for further hearing.

(W&IC 104.5, 1551)

C-660 CONTINUANCE FOR FURTHER INFORMATION**C-660**

If the referee finds that immediately available information is not adequate and additional investigation is needed, or that there are specific items of information essential to the hearing but which can not be obtained without some delay, he shall continue the hearing. The referee may continue the hearing at the request of either party. In all such cases the interim shall be held to the shortest possible time.

1. If the desired information is readily available to one or both of the principals, the referee shall, before adjourning the original hearing, set the time and place for the continued hearing at the earliest suitable date, notifying the principals that there will be no further written notice. He shall instruct one or both principals to bring the desired information to the continued hearing.
2. If the needed information is not readily available and further investigation is required, the referee shall instruct the principals to cooperate in securing the information but shall place primary responsibility upon the county for verifying and reporting the information to the SDSW, attention Central Office Appeals Section. The referee shall continue the hearing, and so notify the SDSW, attention Central Office Appeals Section, but shall set no time or place for the continued hearing. When the required investigation has been completed and reported, the SDSW shall set a date for the continued hearing, giving notice in the usual manner.

(W&IC 104.5, 1551)

C-664 CONTINUANCE BECAUSE OF NON-APPEARANCE**C-664**

If the appellant, or his duly authorized representative, fails to appear at the time and place set for hearing, the referee may continue the hearing and refer it to the SDSW, attention Central Office Appeals Section. The SDSW shall inquire of the appellant, as to his wishes regarding his appeal and shall set a new date for the hearing if the appellant wishes to continue.

(Section Continued on Next Page)

C-648 FUNCTION OF PUBLIC ASSISTANCE REPRESENTATIVE

C-648

The SDSW representative in public assistance has no responsibility for pre-hearing investigation.

The services of the public assistance representative are available to the appellant and to the county in exploring the possibility of an adjustment while the appeal is pending. The public assistance representative will also answer any questions the appellant may have regarding his appeal and will render any services the appellant may need in securing records or other information for his appeal.

The public assistance representative may attend the hearing for the purpose of assisting the appellant, the county, or the referee.

(W&IC 104.5, 1551)

C-652 THE HEARING--GENERAL RULES AND PROCEDURE

C-652

Attendance at a hearing shall be limited to those directly concerned, namely, the appellant and his representative and witnesses, representatives of the county, SDSW representative, the referee, and the hearing reporter. The referee shall exclude unauthorized persons from the hearing unless both principals agree to their presence. Appearance by the appellant (in person or by representative) is required at the hearing. County representation is required also. (See Sec. C-640, When Hearing Not Held in County Responsible for Assistance.)

The hearing shall be conducted in an impartial and in a relatively informal manner in order to encourage free and open discussion by participants. At the same time, the referee shall control the hearing to insure that each person has the right to speak without unreasonable interruption. All testimony shall be submitted under oath or affirmation.

The proceedings at the hearing shall be reported by a phonographic reporter or otherwise perpetuated by mechanical, electronic, or other means capable of reproduction or transcription.

The general character of the hearing shall be that of a conference rather than of a court proceeding. In conducting the hearing, the referee shall be governed by the general rules for evaluation of evidence as contained in the Manual of Policies and Procedures--ANC. He is not bound by the strict rules of court evidence.

(W&IC 104.5, 1551)

C-680 (Continued)

C-680

If there is a change in the child's circumstances after the period covered by the SSWB decision, the usual procedures are followed without further referral to the SSWB unless a new basis for appeal arises. (W&IC 104.5, 1551)

C-684 HEARING CONDUCTED BY STATE SOCIAL WELFARE BOARD

C-684

All hearings shall be heard by referee, except that the SSWB, on its own motion, may elect to hear any specific appeal, subject to the condition that the availability of the hearing to the appellant must not be limited by this action of the SSWB.

If the SSWB elects to conduct a hearing, dispensing with the services of a referee, the procedure shall be the same as for hearing by referee. There will be no pre-investigation by SDSW staff other than that done normally for supervisory purposes. The appellant may appear in person or by authorized representative but appearance by both appellant (or his authorized representative) and county is required. (W&IC 104.5, 1551)

C-688 RE-HEARING

C-688

After decision by the SSWB, an appellant or a county, believing that all pertinent factors were not presented or considered at the hearing, may request a re-hearing. The request, a statement of the reasons therefor, and any additional evidence shall be submitted to the SDSW for presentation to the SSWB. A re-hearing, if granted, must be held within six months after the original order or decision. It is important, therefore, that any request for re-hearing be filed in time to permit consideration of the request and the holding of the re-hearing, if granted, within the statutory six-month limit.

The SSWB may order re-hearing on its own motion or on application of any interested party. (W&IC 104.5, 1551)

C-696 COURT REVIEW OF STATE SOCIAL WELFARE BOARD DECISION

C-696

If the appellant is dissatisfied with any decision of the SSWB, he may file, in the Superior Court of the county in which he resides, a petition praying for a review of the entire proceedings in the matter, upon questions of law involved in the case. On and after September 22, 1951, such petition shall be filed within one year from the date of the SSWB decision with which he is dissatisfied. The SSWB shall be sole respondent in such proceedings. If the court, when deciding in favor of the appellant, makes a finding as to attorney's fees and costs, such fees and costs shall be paid by the state as indicated by the court's ruling.

No filing fee shall be required from an appellant for the filing of a petition in the Superior Court for a review of the proceedings in his case, nor shall a bond be required in the case of any petition for review, nor in any appeal therefrom. If the decision of the court is in favor of the appellant, assistance shall be paid from the first of the month following the date of application therefor, and the appellant shall be entitled to reasonable attorney's fees and costs.

Either the appellant or the SSWB may appeal the Superior Court's decision.
(W&IC 104.5, 1551)

C-664 (Continued)

C-664

The referee may in his discretion attempt to contact the appellant or his duly authorized representative to determine the reason for non-appearance and to determine whether a further hearing is desired. If the referee determines that a further hearing is not desired he shall recommend that the appeal be dismissed.

If the appellant, or his authorized representative, having received due notice, fails to appear a second time without adequate reason, the referee shall consider the appeal abandoned and shall recommend to the SSWB that the appeal be dismissed.

(W&IC 104.5, 1551)

C-668 DECISION BY THE STATE SOCIAL WELFARE BOARD

C-668

Referee reports are considered at the regular monthly meetings of the SSWB.

In rendering a decision, the SSWB considers only the evidence secured through the hearing. Upon the basis of this information and in the light of relevant law and policy, the SSWB renders a decision.

If the appeal is granted, the SSWB orders payment of ANC in specific amounts for a specific period.

(W&IC 104.5, 1551)

C-672 NOTICE OF DECISION BY STATE SOCIAL WELFARE BOARD

C-672

Within ten days after the SSWB decision is rendered, the SDSW will mail notification of the SSWB decision to the appellant, the chairman of the county board of supervisors, the county auditor, and the county welfare department. The letter of notification will be accompanied by a copy of the findings of fact and decision as adopted by the SSWB.

(W&IC 104.5, 1551)

C-676 STIPULATED APPEALS

C-676

There are some appeals which the county can not adjust by administrative action alone, even though the county is willing to make the adjustment. Such appeals include ones involving retroactive restorations. (See Secs. C-518, Beginning Date of Assistance, and C-542, Restoration of Assistance.) Also included are appeals which were signed within one year of the county action complained of but not adjusted within that period.

Under such circumstances, the county presents the facts to the SDSW and requests concurrence in their recommendations. If the SDSW concurs the county is authorized to make the adjustment. If an adjustment satisfactory to the appellant has been made, he is asked to withdraw his appeal.

(W&IC 104.5, 1551)

C-680 COUNTY RESPONSIBILITY AFTER STATE SOCIAL WELFARE BOARD DECISION

C-680

The county shall pay the appellant the amount of assistance awarded by the SSWB or carry out any other order of the SSWB directed to the county in giving effect to the decision.

(Section Continued on Next Page)

Certified as a Regulation or
as Regulations) of the

Dept of Social Welfare
(Name of State Agency)

C. J. Richards
(Signature)

Director
(Title)

5-29-53
(Date)

AREA OFFICES
LOS ANGELES OFFICE
MICHIGAN 8411
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SACRAMENTO OFFICE
GILBERT 2-4711
924 NINTH STREET
14

SAN FRANCISCO OFFICE
EXBROOK 2-8751
GRAYSTONE BUILDING
948 MARKET STREET
2

Earl Warren
Governor

STATE HEADQUARTERS

SACRAMENTO
GILBERT 2-4711
616 K STREET
14

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

May 29, 1953

FILED

in the Office of the Secretary of State
of the State of California

ADDRESS REPLY TO:

616 K. Street
Sacramento 14

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

MAY 29 1953

At 330 P.M.

FRANK M. JORDAN, Secretary of State

By *[Signature]*
Assistant Secretary of State

Dear Mr. Jordan:

Attached are three copies of regulations which will be issued by the State Department of Social Welfare with Old Age Security Manual Letter No. 15.

These regulations were adopted by the State Social Welfare Board on May 22, 1953, pursuant to the powers conferred upon it by the Welfare and Institutions Code under Sections 103, 103.5, and 114(b), and are being filed in accordance with Sections 11380 and 11422(c) of the Government Code.

The regulations contained in Section A-735 are to be effective July 1, 1953. The regulations contained in the following sections are to be effective June 1, 1953:

A-1506	A-1536
A-1524	A-1548
A-1528	A-1552
A-1532	A-1564

Three copies of the "Finding of Emergency" adopted by the State Social Welfare Board on May 22, 1953, with respect to the above regulations are attached.

Very sincerely yours,

[Signature]
Charles I. Schottland
Director

Attachments

FINDING OF EMERGENCY

Manual Sections A-1506, B-712, C-606, A-1524, B-718, C-624, A-1528, C-628, B-719, A-1532, B-720, C-632, A-1536, B-722, C-636, A-1548, B-726, C-648, A-1564, B-734, C-664, A-1552, B-728, and C-652 are urgency measures necessary for the immediate preservation of the public peace, health and safety or general welfare within the meaning of Section 11421 of the Government Code, and notice and public procedure thereon are impracticable, unnecessary and contrary to the public interest. These regulations shall become effective immediately upon filing with the Secretary of State. The facts constituting the necessity are:

Appellants in public assistance cases, if eligible for aid, are in immediate need and their appeals should be decided with reasonable promptness. The need for a revision in procedures in order to accomplish reasonable promptness has been established by Part Three of the Report of the Interim Committee on Social Welfare, issued in January 1953. A bill now pending before the State Legislature will revise procedures so as to hasten the processing of appeals, but, if adopted, will not be effective until September, 1953. Meanwhile these revised regulations are necessary in order to hasten the processing of appeals within the framework of the existing law and to reduce the time within which appellants who are found eligible for aid by the Board will have to wait in order to receive the assistance to which they are entitled.

Adopted by State Social Welfare Board
May 22, 1953

FILED

in the Office of the Secretary of State
of the State of California

MAY 29 1953

At 330 P. M.
FRANK M. JORDAN, Secretary of State
By *Ching S. S. S.*
Assistant Secretary of State

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14

FILED

In the Office of the Secretary of State
of the State of California

June 1, 1953

MAY 29 1953

At 330 P.M.
FRANK M. JORDAN, Secretary of State

By _____
Assistant Secretary of State

OLD AGE SECURITY MANUAL LETTER NO. 15

The attached revisions numbered 106 through 115 are to be entered in your copy of the Manual of Policies and Procedures - Old Age Security and the revision numbers canceled on the inside of the manual cover.

These revisions were adopted by the Social Welfare Board on May 22, 1953 and are effective as follows:

June 1, 1953

A-1506
A-1524
A-1528
A-1532
A-1536
A-1548
A-1552
A-1564

July 1, 1953

A-735

Secs. A-1506, A-1524, A-1528, A-1532, A-1536, A-1548, A-1552, and A-1564 have been revised to simplify and speed up the appeals process. Among other changes, the statement called Basis of Action has been simplified, and must be submitted within ten days instead of fifteen.

Sec. A-735 has been revised to bring the table of redemption values in United States Savings Bonds into conformity with the increased scale now in effect. Please make a correction on the separator for Chapter VII, Property, by crossing out Item 7, Burial Insurance, and renumbering the rest of the items listed.

The Index has been brought up-to-date and is being reissued.

An initial supply of Form Gen M29A is being sent to all counties.

Attachment

The current market value of the United States Savings Bonds (Series A to E, inclusive) increases according to the table of values on the back of the bonds. Redemption values increase on the anniversary dates which fall at six-month intervals following the first of the month in which the bond was originally issued. Redemption values for several denominations of Series E bonds are listed in the following table:

SERIES E WAR BONDS

<u>Year After Month</u> <u>of Issuance</u>	<u>\$25</u>	<u>\$50</u>	<u>\$100</u>
-- $\frac{1}{2}$	\$18.75	\$37.50	\$75.00
$\frac{1}{2}$ --1	18.75	37.50	75.00
1-- $1\frac{1}{2}$	18.87	37.75	75.50
$1\frac{1}{2}$ --2	19.00	38.00	76.00
2-- $2\frac{1}{2}$	19.12	38.25	76.50
$2\frac{1}{2}$ --3	19.25	38.50	77.00
3-- $3\frac{1}{2}$	19.50	39.00	78.00
$3\frac{1}{2}$ --4	19.75	39.50	79.00
4-- $4\frac{1}{2}$	20.00	40.00	80.00
$4\frac{1}{2}$ --5	20.25	40.50	81.00
5-- $5\frac{1}{2}$	20.50	41.00	82.00
$5\frac{1}{2}$ --6	20.75	41.50	83.00
6-- $6\frac{1}{2}$	21.00	42.00	84.00
$6\frac{1}{2}$ --7	21.50	43.00	86.00
7-- $7\frac{1}{2}$	22.00	44.00	88.00
$7\frac{1}{2}$ --8	22.50	45.00	90.00
8-- $8\frac{1}{2}$	23.00	46.00	92.00
$8\frac{1}{2}$ --9	23.50	47.00	94.00
9-- $9\frac{1}{2}$	24.00	48.00	96.00
$9\frac{1}{2}$ --10	24.50	49.00	98.00
10	25.00	50.00	100.00

Example: A \$25 Series E Bond purchased June 24, 1948 was worth \$18.75 through May 31, 1949. On June 1, 1949 (the first day of the anniversary month), the value increased to \$18.87, on December 1, 1949, to \$19.00, on June 1, 1950 to \$19.12, etc., according to the values given on the back of the Bond.

On May 1, 1951, the first Series E bonds reached maturity. These may be cashed, held, or exchanged for Series G bonds.

~~A-735. Evaluati of Personal Property~~

~~The proposed revision to Manual Section A-735 (also C-340) merely incorporates the revised scale of redemption values on United States Savings Bonds which became effective October 1, 1952. It represents no change in policy.~~

A-735 EVALUATION OF PERSONAL PROPERTY
~~(Rev)~~

A-735

Evaluation of personal property begins with the applicant's statement of his holdings. Verification of his statements is required except as herein specified. The applicant is the primary source of verification in that he frequently has documents in his possession which support his statements. In the absence of conflicting information such documents shall be used rather than pursuing the investigation through other sources. (See Sec. A-372 D, Content of the Annual Reinvestigation.)

Subsections 1, 2, and 3 of this section not relevant to changes are omitted from the agenda.

4. Stocks and Bonds

The current market value of stocks and bonds shall be secured through daily newspaper quotations, brokerage houses, banks or established tables of values. (Exception: Stock in a water company not appurtenant to the land to the extent of and in the amount necessary to obtain water for agricultural purposes shall be considered real property.) The current market value and the source through which it was determined shall be recorded in the case record.

The current market value of all U. S. savings bonds or other bonds or obligations of the U. S. registered in the name of one person payable on death to a named survivor, represent personal property of the registered owner during his lifetime. Upon the death of the registered owner they become the property of the named survivor unless federal laws and regulations governing the issuance thereof provide otherwise.

A person named as a co-owner and having possession of a U. S. bond shall be deemed to be the presumptive owner unless such ownership is refuted by evidence that all or part of the funds used to purchase the bond did not belong to him. When the contention is made that all of the funds used to purchase the bond did not belong to the person, and that the bond was not a gift, effort shall be made to establish whether he has any interest in it. The fact that there may be two co-owners of the bond shall not in itself determine that the bond is jointly owned. The person whose name appears on the bond as co-owner and who does not have possession of such bond shall not be presumed to own any part of the bond unless evidence refuting such presumption is set forth.

Bonds Issued May 1, 1942, Through April 1, 1952Redemption Values

<u>Period After Maturity Date</u>	<u>\$25</u>	<u>\$50</u>	<u>\$100</u>
First $\frac{1}{2}$ year	\$25.00	\$50.00	\$100.00
$\frac{1}{2}$ to 1 year	25.37	50.75	101.50
1 to $1\frac{1}{2}$ years	25.75	51.50	103.00
$1\frac{1}{2}$ to 2 years	26.12	52.25	104.50
2 to $2\frac{1}{2}$ years	26.50	53.00	106.00
$2\frac{1}{2}$ to 3 years	26.90	53.80	107.60
3 to $3\frac{1}{2}$ years	27.30	54.60	109.20
$3\frac{1}{2}$ to 4 years	27.70	55.40	110.80
4 to $4\frac{1}{2}$ years	28.10	56.20	112.40
$4\frac{1}{2}$ to 5 years	28.50	57.00	114.00
5 to $5\frac{1}{2}$ years	28.95	57.90	115.80
$5\frac{1}{2}$ to 6 years	29.40	58.80	117.60
6 to $6\frac{1}{2}$ years	29.85	59.70	119.40
$6\frac{1}{2}$ to 7 years	30.30	60.60	121.20
7 to $7\frac{1}{2}$ years	30.75	61.50	123.00
$7\frac{1}{2}$ to 8 years	31.20	62.40	124.80
8 to $8\frac{1}{2}$ years	31.65	63.30	126.60
$8\frac{1}{2}$ to 9 years	32.15	64.30	128.60
9 to $9\frac{1}{2}$ years	32.65	65.30	130.60
$9\frac{1}{2}$ to 10 years	33.15	66.30	132.60
End of 10 years	33.67	67.34	134.68

(a) —

Subsections 5 through 12 of this section not
relevant to changes are omitted from the agenda

~~(a) To bring manual up to date on value of bonds.~~

REDEMPTION VALUE SERIES E BONDS
AFTER DATE OF MATURITY

Bonds Issued May 1, 1941, Through April 1, 1942

Period After
Maturity Date

Redemption Values

	<u>\$25</u>	<u>\$50</u>	<u>\$100</u>
Less than $\frac{1}{2}$ year	\$25.00	\$50.00	\$100.00
$\frac{1}{2}$ to 1 year	25.31	50.62	101.25
1 to $1\frac{1}{2}$ years	25.62	51.25	102.50
$1\frac{1}{2}$ to 2 years	25.94	51.87	103.75
2 to $2\frac{1}{2}$ years	26.25	52.50	105.00
$2\frac{1}{2}$ to 3 years	26.56	53.12	106.25
3 to $3\frac{1}{2}$ years	26.87	53.75	107.50
$3\frac{1}{2}$ to 4 years	27.19	54.37	108.75
4 to $4\frac{1}{2}$ years	27.50	55.00	110.00
$4\frac{1}{2}$ to 5 years	27.81	55.62	111.25
5 to $5\frac{1}{2}$ years	28.12	56.25	112.50
$5\frac{1}{2}$ to 6 years	28.44	56.87	113.75
6 to $6\frac{1}{2}$ years	28.75	57.50	115.00
$6\frac{1}{2}$ to 7 years	29.06	58.12	116.25
7 to $7\frac{1}{2}$ years	29.37	58.75	117.50
$7\frac{1}{2}$ to 8 years	30.00	60.00	120.00
8 to $8\frac{1}{2}$ years	30.67	61.33	122.67
$8\frac{1}{2}$ to 9 years	31.33	62.67	125.33
9 to $9\frac{1}{2}$ years	32.00	64.00	128.00
$9\frac{1}{2}$ to 10 years	32.67	65.33	130.67
End of 10 years	33.33	66.67	133.33

(a)

~~(a) To bring manual up to date on value of bonds.~~

~~Proposed Sections A-1506, B-712, and C-606 give effect to a federal requirement that hearings shall not be delayed or cancelled because of a review by the local office. Many of our oldest appeals are cases which have dragged on for many months because of the possibility of adjustment and withdrawal which, however, never seems to materialize. This revision is intended to emphasize the principle that hearings must be held promptly.~~

A-1506 RIGHT AND SCOPE OF APPEAL

~~B-712~~

~~(Rev.)~~

The dissatisfied applicant or recipient who has not been able to secure a satisfactory adjustment in dealing with the county has two remedies open to him at all times. He may ask the SDSW to review his situation and assist him in securing a satisfactory adjustment; or he may file an appeal with the SDSW requesting a fair hearing. Having chosen either procedure, he may change to the other at any time. Once he has chosen an appeal for a fair hearing the hearing shall not be delayed or cancelled without his consent because of the existence of a possibility of adjustment. ~~(a)~~

Remaining portions of this section not relevant to changes and are omitted from the agenda.

~~(a) To conform to federal requirements.~~

A-1524 (Continued)

~~B-718~~

~~C-624~~

CONDITIONAL WITHDRAWAL OF APPEAL

State No. _____

I, _____, the undersigned,
(Name)

hereby withdraw my request to present evidence at a fair hearing before
the State Social Welfare Board or a referee, and I ask that my case be
handled instead as a complaint so that the possibility of an adjustment
may be considered informally.

I understand that if I am not satisfied with the adjustment process
I may renew my request for a fair hearing within six months of this date.
Upon such renewal I shall have the same rights I would have had if I had
not signed this conditional withdrawal.

(Signature)

(Date)

Form Gen M29A (April 1953)

Proposed Sections A-1524, B-718, and C-624 set forth a new procedure for obtaining withdrawal of appeals in cases where there is a possibility of adjustment. At present withdrawals are customarily not obtained until after the adjustment process is complete and payment has been made. It would be impossible to schedule all hearings within 43 days if this procedure were to be continued. The proposed revision permits the appellant to choose the adjustment process rather than the hearing process but requires that he sign a withdrawal or a conditional withdrawal if the hearing is to be delayed.

A-1524 WITHDRAWAL OF APPEAL BEFORE DECISION

~~B-718~~

~~C-624~~

~~(Rev.)~~

The appellant may withdraw his appeal at any time before a decision is rendered by the SSWB. The withdrawal must be in writing and may be made either by letter or by use of Form Gen M29, Withdrawal of Appeal, or by use of Form Gen M29A, Conditional Withdrawal of Appeal.

In cases in which there appears to be a possibility of adjustment the appellant may submit a conditional withdrawal which will preserve his right to file a new appeal for a fair hearing if he is dissatisfied with the adjustment process. No hearing shall be delayed or cancelled because of the possibility of review and adjustment unless the appellant signs a withdrawal or conditional withdrawal.

(W&IC 2140)

~~(W&IC 104.5, 3075, 3078, 3460, 3473.2)~~

~~(W&IC 104.5, 1551)~~

Form Gen M29 of this section not relevant to changes and is omitted from the agenda.

(Section Continued on Next Page)

~~(a) Revised procedure~~

~~Proposed Sections A-1528, B-719, and C-628 change the order in which the county is to take action after receipt of Notification of Appeal. At present the county submits its Basis of Action only after taking a number of other steps. The revision makes the submission of the Basis of Action the first step and shortens the time for submission from 15 days to 10 days. Further explanation of the reasons for this appears in the explanation of the proposed revisions to Sections A-1532, B-720, and C-632.~~

A-1528 COUNTY RESPONSIBILITY IN APPEALS

~~C-628~~

~~(Rev.)~~

On receipt of notification by the SDSW that an appeal has been filed, the county shall review its record immediately, in order:

1. To prepare a statement, Basis of Action, (See Sec. A-1532 ~~(C-632)~~) and mail copies to the appellant and to the SDSW within 10 days of receipt of notification that the appeal has been filed; (a)
2. To re-examine the action or situation cited to determine if adjustment through county administrative action is in order; and to notify the SDSW immediately if there is a possibility of adjustment; (b)
3. To determine whether the appellant is eligible on all points other than the point at issue;
4. To ascertain whether there is sufficient information on file to determine the amount of aid allowable if the appeal is granted; and
5. To determine whether additional investigation is necessary.

The county shall make any necessary additional investigation in preparation for the hearing. (c)

The county has continuing responsibility for maintaining contact with the appellant and shall report promptly to the SDSW, attention Central Office, Appeals Section, any change in the appellant's mailing address that comes to the county's knowledge during the period that hearing and decision are pending.

In general, the county has responsibility for such preparation for, and participation in, the hearing as will facilitate a full and fair hearing.

(W&IC 2140)

~~(W&IC 104.5, 1551)~~

~~(a) Revised procedure~~

~~(b) New policy~~

~~(c) Material moved to paragraph 1.~~

~~Proposed Sections A-1536, B-722, and C-636 are intended to speed up the procedure by authorizing the scheduling of the hearing even though the Basis of Action has not been received.~~

~~The procedure for granting postponement of hearings is also simplified.~~

A-1536 SETTING THE HEARING

~~B-722~~

~~C-636~~

~~(Rev.)~~

Responsibility for scheduling the time and place of hearing rests with the SDSW. Procedures leading to a hearing are initiated as soon as an appeal is filed. Any change of address or any information either affecting the time or place of hearing or being submitted for presentation at the hearing should be directed to the SDSW, attention Central Office Appeals Section.

1. Date of Hearing. After expiration of the time for receipt of the Basis of Action (See Sec. A-1532, ~~B-720, C-632~~), the SDSW shall schedule the hearing for the first available date that will permit 10-day notice to the appellant and the county. (a)
2. Place of Hearing. Since the place of hearing must be convenient to the appellant's home, it is generally held at the county seat of the county in which the appellant is living at the time of the hearing. If transportation presents a major problem to the appellant or if he is physically unable to undertake the trip to the county seat, the appellant may request that the hearing be held in another county, in his home community or in his own home if he is bedridden or otherwise unable to leave his home.

The county in which the hearing is to be held shall assist in arranging for a suitable hearing room when requested to do so by the SDSW. The room should be large enough to accommodate approximately 6 or 8 people and should contain a table where the referee and reporter can work. It should be in some public building, preferably in quarters other than those occupied by the county welfare department, and should afford privacy.

3. Notification. The appellant and the county shall have not less than 10-day's notice of the time and place of hearing. Notification shall be in writing and shall be sent by registered mail, return receipt requested. (b)

The SDSW may for good cause grant a request for postponement of the hearing.

(W&IC 2140), (~~W&IC 104.5, 3075, 3078, 3460, 3473.2~~),
(~~W&IC 104.5, 1551~~)

~~(a) New policy~~

~~(b) Revised procedure~~

Proposed Sections A-1532, B-720, and C-632 simplify the content of the Basis of Action and shorten from 15 to 10 days the time within which it is to be submitted. At the present time the Basis of Action is required to contain a complete review of the evidence on both sides of the issues and need not be prepared until after further investigation has been made to disclose additional evidence. Under the proposed revision the Basis of Action may be much shorter and need state only the action taken by the county and the reasons for taking the action in question. The shorter statement is all that is necessary in order to enable the hearing officer to conduct the hearing and should save a great deal of time and effort on the part of the counties in preparing these statements. In view of the simplification of the required statement and in view of the necessity of speeding up the setting of cases for hearing, the time for submission has been reduced from 15 days to 10 days. Another change involves a new requirement that the Basis of Action be forwarded by the county to the appellant as well as to the State Department of Social Welfare. Receipt by the appellant of an explanation of the action from which he is appealing may lead to earlier withdrawals. The only additional work involved is the preparation of a carbon copy, and the addressing of an envelope for the appellant.

A-1532 COUNTY SUMMARY OF APPEALED ACTION

~~B-720~~

~~C-632~~

~~(Rev.)~~

Within ten days after receipt of notification that an appeal has been filed, the county shall send to the appellant and to the SDSW copies of a summary called Basis of Action which shall include the following:

1. A statement of the county action or actions from which appeal is made, and the date of such action;
2. A brief statement in non-technical language of the reasons for taking the action appealed from.

The county may include within the Basis of Action a review of the evidence, a statement of verification of eligibility, results of additional investigation, or other points and information concerning computation of aid if payable, provided that the inclusion of such material does not delay the submission of the Basis of Action.

(a)

If, prior to the hearing, the county determines that the appellant's eligibility on some point other than that mentioned in the Basis of Action is in question the county shall send to the appellant and to the SDSW a brief supplemental statement of the additional points at issue so that if necessary the additional issues may be considered at the hearing. Prior to the hearing, the county shall also make a complete computation of the aid which will be allowable month by month if the appeal is granted, showing how the amounts were determined.

(W&IC 2140)

~~(W&IC 104.5, 3075, 3078, 3460, 3473.2)~~

~~(W&IC 104.5, 1551)~~

~~Proposed Sections A-1564, B-734, and C-664 simplify the procedure for obtaining dismissals in cases in which an appellant fails to appear at a hearing.~~

A-1564 CONTINUANCE BECAUSE OF NON-APPEARANCE

~~B-734~~

~~C-664~~

(Rev.)

If the appellant, or his duly authorized representative, fails to appear at the time and place set for hearing, the referee may continue the hearing and refer it to the SDSW, attention Central Office Appeals Section. The SDSW shall inquire of the appellant, as to his wishes regarding his appeal and shall set a new date for the hearing if the appellant wishes to continue.

~~(a)~~

The referee may in his discretion attempt to contact the appellant or his duly authorized representative to determine the reason for non-appearance and to determine whether a further hearing is desired. If the referee determines that a further hearing is not desired he shall recommend that the appeal be dismissed.

~~(b)~~

If the appellant, or his authorized representative, having received due notice, fails to appear a second time without adequate reason, the referee shall consider the appeal abandoned and shall recommend to the SSWB that the appeal be dismissed.

(W&IC 2140)

~~(W&IC 104.5, 3075, 3078, 3460, 3473.2)~~

~~(W&IC 104.5, 1551)~~

~~(a) Revised procedure.~~

~~(b) New policy.~~

~~Proposed Sections A-1548, B-726, and C-648 remove the obsolete statement that the public assistance representative will usually review the county record.~~

A-1548 FUNCTION OF PUBLIC ASSISTANCE REPRESENTATIVE

~~B-726~~

~~C-648~~

~~(Rev.)~~

The SDSW representative in public assistance has no responsibility for pre-hearing investigation. (a)

The services of the public assistance representative are available to the appellant and to the county in exploring the possibility of an adjustment while the appeal is pending. The public assistance representative will also answer any questions the appellant may have regarding his appeal and will render any services the appellant may need in securing records or other information for his appeal.

The public assistance representative may attend the hearing for the purpose of assisting the appellant, the county and the referee.

(W&IC 2140)

~~(W&IC 104.5, 3078, 3473.2)~~

~~(W&IC 104.5, 1551)~~

~~(a) Revised procedure~~

Revisions to Sections A-1552, B-728 and C-652 is proposed to incorporate existing procedure in relation to testimony, and to clarify authority to use mechanical recording devices.

A-1552 THE HEARING - GENERAL RULES AND PROCEDURE

~~B-728~~

~~C-652~~

~~(Rev.)~~

Attendance at a hearing shall be limited to those directly concerned, namely, the appellant and his representative and witnesses; representatives of the county; SDSW representatives; the referee and the hearing reporter. The referee shall exclude unauthorized persons from the hearing unless both principals agree to their presence. Appearance by the appellant (in person or by representative) is required at the hearing. County representation is also required. (See Sec. A-1540, B-723, C-640, When Hearing Not Held in County Responsible for Aid.)

The hearing shall be conducted in an impartial and in a relatively informal manner in order to encourage free and open discussion by participants. At the same time, the referee shall control the hearing to insure that each person has the right to speak without unreasonable interruption. All testimony shall be submitted under oath or affirmation. (a)

The proceedings at the hearing shall be reported by a phonographic reporter or otherwise perpetuated by mechanical, electronic, or other means capable of reproduction or transcription. (b)

The general character of the hearing shall be that of a conference rather than of a court proceeding. In conducting the hearing, the referee shall be governed by the general rules for evaluation of evidence as contained in the Manual of Policies and Procedures--OAS, AB, ANC. He is not bound by the strict rules of court evidence. (c)

(W&IC 2140)

~~(W&IC 104.5, 3075, 3078, 3460, 3473.2)~~

~~(W&IC 104.5-1551)~~

- ~~(a) Incorporation of existing procedure.~~
- ~~(b) To clarify authority to use mechanical devices.~~
- ~~(c) Unnecessary.~~

Certified as a Regulation (or
as Regulations) of the

Dept of Social Welfare
(Name of State Agency)

C. J. Schutland
(Signature)

Director
(Title)

5-29-53
(Date)

AREA OFFICES

LOS ANGELES OFFICE
MICHIGAN 8411
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SACRAMENTO OFFICE
GILBERT 2-4711
924 NINTH STREET
14

SAN FRANCISCO OFFICE
EXBROOK 2-8751
GRAYSTONE BUILDING
948 MARKET STREET
2

Earl Warren
Governor

STATE HEADQUARTERS

SACRAMENTO
GILBERT 2-4711
616 K STREET
14

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

May 29, 1953

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

ADDRESS REPLY TO:

616 K. Street
Sacramento 14

Dear Mr. Jordan:

Attached are three copies of regulations issued by the State Department of Social Welfare.

DEPARTMENT BULLETIN NO. 491 (Merit System)

These regulations were adopted by the State Social Welfare Board on May 22, 1953, pursuant to the powers conferred upon it by the Welfare and Institutions Code under Sections 119.5, and 119.6 and are being filed in accordance with Section 11380 of the Government Code.

Very sincerely yours,

Charles I. Schottland

Charles I. Schottland
Director

Attachments

FILED

in the Office of the Secretary of State
of the State of California

MAY 29 1953

At 330 P.
FRANK M. JORDAN, Secretary of State
By *Amey*
Assistant Secretary of State

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

616 K STREET
SACRAMENTO 14
May 29, 1953

FILED
in the Office of the Secretary of State
of the State of California

MAY 29 1953

DEPARTMENT BULLETIN NO. 491 (Merit System)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DIRECTORS

(Except those in Alameda, Contra Costa,
Fresno, Los Angeles, Sacramento,
San Bernardino, San Diego, San Francisco,
San Mateo, Santa Clara, and Ventura)

At 330 P.M.
FRANK M. JORDAN, Secretary of State,
Assistant Secretary of State

Subject: Standards of Acceptability for
County-Wide Compensation Plans

Upon the recommendation of the Merit System Advisory Committee at its meeting of April 24, 1953, the State Social Welfare Board has approved the following standards to be applied in judging the acceptability of county-wide compensation plans. These standards become effective July 1, 1953, or the effective date of the county salary ordinance or any amendment thereof, whichever is applicable, for the 1953-54 budget year:

1. The plan shall be based upon a factual and competent salary and classification survey.
2. The plan shall be applicable to the classified positions in the county service.
3. The plan shall include salary ranges calling for minimum, maximum and intervening steps.
4. The plan shall be based upon the principle that like salaries shall be paid for comparable duties and responsibilities in the county service.
5. In establishing or changing salary ranges, consideration shall be given to prevailing rates for comparable service in other public employment and in private business.
6. Reasonable salary differentials shall be maintained between classes to reflect the responsibility and difficulty of the classes. As one standard for judging reasonable salary differentials the county shall use the Merit System compensation plan (Welfare Personnel Standards Section 071-05 or Department Bulletin 490). Any significant deviation from the established salary relationships of the Merit System compensation plan shall be supported by prevailing rate data. These data shall be made available to the State Department of Social Welfare.
7. Procedures shall be established for amending and revising the plan as needed.

Standards Number 1 through 5 re-state provisions of Section 071-00 and 071-10 of the Welfare Personnel Standards.

Standards Number 6 and 7 are regulations which represent principles currently followed by the State Social Welfare Board in judging acceptability of county-wide compensation plans.

Very sincerely yours,

Charles I. Schottland
Charles I. Schottland
Director

Certified as a Regulation
as Regulations) of the

Department of Social Welfare
(Name of State Agency)

C. J. Schoultz

(Signature)

Director

(Title)

5-29-53

(Date)

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Earl Warren
Governor

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GILBERT 2-4711
616 K STREET
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STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

May 29, 1953

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

ADDRESS REPLY TO:
616 K. Street
Sacramento 14

Dear Mr. Jordan:

Attached are three copies of regulations issued by the State Department of Social Welfare with Aid to the Blind Manual Letter No. 20.

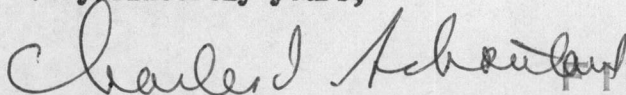
These regulations were adopted by the State Social Welfare Board on May 22, 1953, pursuant to the powers conferred upon it by the Welfare and Institutions Code under Sections 103, 103.6, and 114(b), and are being filed in accordance with Sections 11380 and 11422(c) of the Government Code.

The regulations contained in Sections B-403 and B-457 are to be effective July 1, 1953. The regulations contained in the following sections are to be effective June 1, 1953:

B-712	B-726
B-718	B-728
B-719	B-734
B-720	Gen M29
B-722	Gen M29A

Three copies of the "Finding of Emergency" adopted by the State Social Welfare Board on May 22, 1953, with respect to the above regulations are attached.

Very sincerely yours,

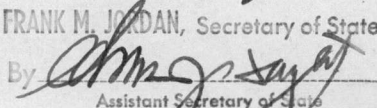


Charles I. Schottland
Director

FILED
in the Office of the Secretary of State
of the State of California

Attachments

MAY 29 1953

At 330 P.M.
FRANK M. JORDAN, Secretary of State
By 
Assistant Secretary of State

FINDING OF EMERGENCY

Manual Sections A-1506, B-712, C-606, A-1524, B-718, C-624, A-1528, C-628, B-719, A-1532, B-720, C-632, A-1536, B-722, C-636, A-1548, B-726, C-648, A-1564, B-734, C-664, A-1552, B-728, and C-652 are urgency measures necessary for the immediate preservation of the public peace, health and safety or general welfare within the meaning of Section 11421 of the Government Code, and notice and public procedure thereon are impracticable, unnecessary and contrary to the public interest. These regulations shall become effective immediately upon filing with the Secretary of State. The facts constituting the necessity are:

Appellants in public assistance cases, if eligible for aid, are in immediate need and their appeals should be decided with reasonable promptness. The need for a revision in procedures in order to accomplish reasonable promptness has been established by Part Three of the Report of the Interim Committee on Social Welfare, issued in January 1953. A bill now pending before the State Legislature will revise procedures so as to hasten the processing of appeals, but, if adopted, will not be effective until September, 1953. Meanwhile these revised regulations are necessary in order to hasten the processing of appeals within the framework of the existing law and to reduce the time within which appellants who are found eligible for aid by the Board will have to wait in order to receive the assistance to which they are entitled.

Adopted by State Social Welfare Board
May 22, 1953

FILED

in the Office of the Secretary of State
of the State of California

MAY 29 1953

At 330 P.M.

FRANK M. JORDAN, Secretary of State

By

Assistant Secretary of State

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14
May 28, 1953

FILED
In the Office of the Secretary of State
of the State of California

MAY 29 1953

At 330 P.M.

FRANK M. JORDAN, Secretary of State

By _____
Assistant Secretary of State

AID TO THE BLIND MANUAL LETTER NO. 20

The attached revisions are to be entered in your copy of the Manual of Policies and Procedures - Aid to the Blind and revision numbers 181 through 192 canceled on the inside of the manual cover.

These revisions were adopted by the Social Welfare Board on May 22, 1953 and are effective as follows:

June 1, 1953

B-712
B-718
B-719
B-720
B-722
B-726
B-728
B-734

July 1, 1953

B-403
B-457

Sec. B-403 has been revised to resolve a conflict in rules relating to the ownership of cemetery property by an applicant or recipient of Aid to Needy Blind.

Sec. B-457 has been revised to bring the table of redemption values in United States Savings Bonds into conformity with the increased scale now in effect.

Secs. B-712, B-718, B-719, B-720, B-722, B-726, B-728, and B-734 have been revised to simplify and speed up the appeals process. Among other changes, the statement called Basis of Action has been simplified, and must be submitted within ten days instead of fifteen.

Forms Gen M29 and Gen M29A are being attached for inclusion in the chapter on "Forms."

An initial supply of Gen M29A is being sent to all counties.

Attachment

B-403 (Continued)

B-403

When property is determined to be separate property of spouse, the fact that name of applicant or recipient may appear in a deed transferring the property, or on an instrument which is basis for a loan, is not evidence that the property is community property. Signature of both husband and wife is required by many banks and other lending agencies, even though the instrument (mortgages, etc.) is secured by separate property of one spouse.

The following rules apply when property is bought with mixed funds, i.e., commingled funds:

1. When each fund is clearly ascertainable, its character remains unchanged. Thus, when land is purchased there may be both a separate and community interest in it.
2. If the funds cannot be traced, the presumption is held to be in favor of community property and the property will be considered community property.

Improvement of community and separate property--if community funds are used to improve separate property, a distinction is made between the separate property of the wife and that of the husband:

1. When husband, who has power to control community funds, voluntarily improves wife's separate property, he is presumed to have intended the whole to become her separate property, unless there is an agreement to the contrary.
2. If husband improves his own separate property, wife cannot object and her silence is not held to be evidence of consent as she has no control over disposition of community funds. While the property belongs to husband, wife is entitled to compensation to the extent that her share of the community funds increased its value.

Separate property--all property of the husband (or wife) owned by him (or her) before marriage and that acquired afterwards by gift, bequest, devise, or descent, with the rents, issues, and profits thereof, is his (or her) separate property. The wife may without the consent of her husband, convey her separate property.

Unless the husband has conveyed an interest in such property to the spouse it remains the separate property of the husband.

Equity in property is the value accruing to owner after deducting total liabilities such as mortgages or liens held against property, or unpaid balance due on purchase contracts from current market value of property. Equity is the amount by which assets exceed liabilities. (W&IC 3047.24, 3075, 3447, 3460)

B-403 DEFINITIONS OF PROPERTY

B-403

Real property is considered to be property which is immovable but includes any place of abode of an individual, whether house, boat, trailer, or other habitation. Ownership of stock in a water company not appurtenant to the land shall be considered real property to the extent of and in the amount necessary to obtain water for agricultural purposes.

Personal property is all property which is not real property.

Community property--property acquired by the husband and wife, or either, during marriage, when not acquired as the separate property of either, is community property.

The most common method of acquiring community property is by the earnings of either the husband or the wife during their marriage. There are, however, certain exceptions:

1. When the wife is sole trader, as defined in the C.C.P., Sec. 1811, her earnings are her separate property.
2. When the wife is separated from the husband, her earnings and accumulations as well as those of the minor children whose custody she has, are her separate property. This does not apply if they are separated temporarily because of their work, even though the separation is for a considerable period. It only applies when the parties live apart without the present intention to resume marital relations.
3. When the husband relinquishes his wife's earnings to her, they become her separate property. The husband may relinquish to the wife the right to her earnings during marriage without any consideration other than their mutual consent, and thereupon said earnings become her separate estate. In the absence of an agreement between a couple whereby the wife is permitted to retain her earnings as her separate property, the earnings of the wife represent the income of the husband, and they are under his management and control.

Property purchased on personal credit of either spouse becomes community property. But if property is purchased on credit of separate property, it becomes separate property.

Property purchased with funds from sale of other property retains the character of the property sold as long as source can be traced.

(Section Continued on Next Page)

B-457 (Continued)

B-457

Should it be necessary to determine the value of a motor vehicle the license fee for which is in excess of \$24, add to \$1205 that value in the foregoing table which is opposite the amount by which the vehicle license fee exceeds \$24.

The foregoing table cannot be used to determine the value of new automobiles purchased within the current year or the value of secondhand cars bought by recipients during the current year but previously registered in another state. Should it become necessary to determine the market value under either circumstance, contact the local office of the State Department of Motor Vehicles.

6. Stocks and Bonds--In ANB, the current market value of all stocks and bonds shall be used in determining eligibility.

U.S. savings bonds or other bonds or obligations of the U.S. registered in the name of one person payable on death to a named survivor, represent personal property of the registered owner during his lifetime. Upon the death of the registered owner, or co-owner, they become the property of the named survivor or surviving co-owner, unless federal laws and regulations governing the issuance thereof provide otherwise.

In APSB, if stocks and bonds are assessed, this value shall be used. If stocks and bonds are not assessed, the current market value shall be determined.

An estimate of the value of stocks and bonds may be secured from local bankers, brokers, or others qualified to make such estimates.

A person named as co-owner and having possession of a U.S. savings bond shall be presumed to be the owner thereof, unless such ownership is refuted. If the contention is made that all of the funds used to purchase the bond did not belong to the person, and that the bond was not a gift, that interest which is determined as belonging to the person shall be considered in determining eligibility. The person whose name appears on the bond as co-owner and who does not have possession of such bond shall be presumed not to own any part of the bond, unless such lack of ownership is refuted.

The current market value of United States savings bonds (Series A to E, inclusive) increases according to the table of values on the back of the bonds. Redemption values increase on the anniversary dates which fall at six month intervals following the first of the month in which the bond was originally issued. Redemption values for several denominations of Series E bonds are listed in the following table:

(Section Continued on Next Page)

B-457 (Continued)

B-457

3. Burial Trust or Similar Funds--The amount of funds placed in a burial trust or any similar fund earmarked for burial purpose. (For exception in APSB, see Sec. B-442.)
4. Interment Plot--Space intended to be used for interment purposes of the individual, whether a plot in a cemetery, a crypt, vault, etc. Such interment plot shall be considered to have a value of \$50 irrespective of the fact that the purchase price may have exceeded this amount. (For exception in APSB, see Sec. B-442.)

Interment plots held for profit are considered real property (see Sec. B-415, Value of Unassessed Real Property).

5. Motor Vehicles--The value of automobiles, trucks, motorcycles, etc., owned by applicants or recipients. The value as determined from the license fee recorded on the State Motor Vehicle Department registration card shall be used.

The registration card issued by the Motor Vehicle Department must be carried in every motor vehicle which is taxed by that department. On the registration card (white slip) for passenger cars is recorded the registration fee (\$6.00), and the vehicle license fee which varies in accordance with the value. The amount of the vehicle license fee appears in the space marked "V.L.F. Fee" on the second line above the space provided for the signature of the legal owner.

The registration card for trucks shows the registration fee, the truck weight fee, and the vehicle license fee. Use only that amount which is recorded in the space marked "V.L.F. Fee."

A schedule of the vehicle license fees and the values which they represent follows:

<u>V.L.F.</u>	<u>VALUE OF VEHICLE</u>	<u>V.L.F.</u>	<u>VALUE OF VEHICLE</u>
\$ 1.00	\$ 37.00	\$13.00	\$ 650.00
2.00	105.00	14.00	695.00
3.00	150.00	15.00	755.00
4.00	200.00	16.00	805.00
5.00	250.00	17.00	850.00
6.00	295.00	18.00	905.00
7.00	355.00	19.00	950.00
8.00	405.00	20.00	1000.00
9.00	450.00	21.00	1050.00
10.00	505.00	22.00	1095.00
11.00	550.00	23.00	1155.00
12.00	600.00	24.00	1205.00

(Section Continued on Next Page)

B-457 (Continued)

B-457

REDEMPTION VALUE SERIES E BONDS AFTER DATE OF MATURITYBonds Issued May 1, 1942, through April 1, 1952

<u>Period After Maturity Date</u>	<u>Redemption Values</u>		
	<u>\$25</u>	<u>\$50</u>	<u>\$100</u>
First $\frac{1}{2}$ year	\$25.00	\$50.00	\$100.00
$\frac{1}{2}$ to 1 year	25.37	50.75	101.50
1 to $1\frac{1}{2}$ years	25.75	51.50	103.00
$1\frac{1}{2}$ to 2 years	26.12	52.25	104.50
2 to $2\frac{1}{2}$ years	26.50	53.00	106.00
$2\frac{1}{2}$ to 3 years	26.90	53.80	107.60
3 to $3\frac{1}{2}$ years	27.30	54.60	109.20
$3\frac{1}{2}$ to 4 years	27.70	55.40	110.80
4 to $4\frac{1}{2}$ years	28.10	56.20	112.40
$4\frac{1}{2}$ to 5 years	28.50	57.00	114.00
5 to $5\frac{1}{2}$ years	28.95	57.90	115.80
$5\frac{1}{2}$ to 6 years	29.40	58.80	117.60
6 to $6\frac{1}{2}$ years	29.85	59.70	119.40
$6\frac{1}{2}$ to 7 years	30.30	60.60	121.20
7 to $7\frac{1}{2}$ years	30.75	61.50	123.00
$7\frac{1}{2}$ to 8 years	31.20	62.40	124.80
8 to $8\frac{1}{2}$ years	31.65	63.30	126.60
$8\frac{1}{2}$ to 9 years	32.15	64.30	128.60
9 to $9\frac{1}{2}$ years	32.55	65.30	130.60
$9\frac{1}{2}$ to 10 years	33.15	66.30	132.60
End of 10 years	33.67	67.34	134.68

(Section Continued on Next Page)

B-457 (Continued)

B-457

SERIES E WAR BONDS

Year after month of issuance	\$25	\$50	\$100
-- 1/2	\$18.75	\$37.50	\$75.00
1/2--1	18.75	37.50	75.00
1 --1 1/2	18.87	37.75	75.50
1 1/2--2	19.00	38.00	76.00
2 --2 1/2	19.12	38.25	76.50
2 1/2--3	19.25	38.50	77.00
3 --3 1/2	19.50	39.00	78.00
3 1/2--4	19.75	39.50	79.00
4 --4 1/2	20.00	40.00	80.00
4 1/2--5	20.25	40.50	81.00
5 --5 1/2	20.50	41.00	82.00
5 1/2--6	20.75	41.50	83.00
6 --6 1/2	21.00	42.00	84.00
6 1/2--7	21.50	43.00	86.00
7 --7 1/2	22.00	44.00	88.00
7 1/2--8	22.50	45.00	90.00
8 --8 1/2	23.00	46.00	92.00
8 1/2--9	23.50	47.00	94.00
9 --9 1/2	24.00	48.00	96.00
9 1/2--10	24.50	49.00	98.00
10	25.00	50.00	100.00

Example: A \$25 Series E bond purchased June 24, 1942, is worth \$18.75 through May 31, 1943. On June 1, 1943 (the first day of the anniversary month), the value increases to \$18.87, on December 1, 1943, to \$19.00, on June 1, 1944, to \$19.12, etc., according to the values given on the back of the bond.

On May 1, 1951, the first Series E bonds reached maturity. These may be cashed, held, or exchanged for Series G bonds.

REDEMPTION VALUE SERIES E BONDS AFTER DATE OF MATURITYBonds Issued May 1, 1941, through April 1, 1942

<u>Period Elapsed After Maturity</u>	<u>Redemption Values</u>		
	<u>\$25</u>	<u>\$50</u>	<u>\$100</u>
Less than 1/2 year	\$25.00	\$50.00	\$100.00
1/2 to 1 year	25.31	50.62	101.25
1 to 1 1/2 years	25.62	51.25	102.50
1 1/2 to 2 years	25.94	51.87	103.75
2 to 2 1/2 years	26.25	52.50	105.00
2 1/2 to 3 years	26.56	53.12	106.25
3 to 3 1/2 years	26.87	53.75	107.50
3 1/2 to 4 years	27.19	54.37	108.75
4 to 4 1/2 years	27.50	55.00	110.00
4 1/2 to 5 years	27.81	55.62	111.25
5 to 5 1/2 years	28.12	56.25	112.50
5 1/2 to 6 years	28.44	56.87	113.75
6 to 6 1/2 years	28.75	57.50	115.00
6 1/2 to 7 years	29.06	58.12	116.25
7 to 7 1/2 years	29.37	58.75	117.50
7 1/2 to 8 years	30.00	60.00	120.00
8 to 8 1/2 years	30.67	61.33	122.67
8 1/2 to 9 years	31.33	62.67	125.33
9 to 9 1/2 years	32.00	64.00	128.00
9 1/2 to 10 years	32.67	65.33	130.67
End of 10 years	33.33	66.67	133.33

(Section Continued on Next Page)

B-457 (Continued)

B-457

8. Inheritance and Gifts--If the recipient receives personal property through the death of the spouse, or is the beneficiary of insurance of a spouse, such property or funds may be considered as being encumbered or charged with the funeral expenses of the deceased. Only the net value, computed after deduction of funeral expenses, shall be considered in determining eligibility. (CG654; AGO NS 4769)

The assessed value of real property or the market value of personal property acquired as a gift or through inheritance shall be considered. (In APSB, the county assessed value is considered, except for cash, securities, and cash surrender value of insurance.) A gift is the separate property of the person who received it. (See Secs. B-536, B-542, B-544 on Gifts.)

9. Lump Sums Received from the Following Sources:

- a. OASI lump sum death payments received as spouse of an insured worker.
- b. Refunds from income tax payments and from excess premium payments (special dividend) on National Service Life Insurance.
- c. Nonrecurrent lump sum payments received by the recipient and/or his spouse from retirement or pension systems of which he or she was a former member; e.g., State Employees Retirement System, Federal Employees Retirement Fund under the U. S. Civil Service Commission, retirement plans of private corporations, etc. (See Sec. B-572, Income from Certain Government Sources.)

10. Conversion of Property--Real property may be converted to personal property, and vice versa, without causing ineligibility provided the real or personal property received, together with other real or personal property holdings, are not in excess of the maximum permitted.

In ANB, if the individual sells real property (title passing to the buyer) and plans to utilize the proceeds received from such sale to purchase a home for his own occupancy, the proceeds from such sale represent real property until the purchase is made, or the expiration of six months from the time of receipt of the proceeds, whichever is earlier. The county assessed value of property sold shall be used in determining real property value of proceeds from sale of the home.

If a home is purchased within a six month period, and the cost of the home is less than the proceeds received from sale of real property, the balance shall be considered personal property as of the first of the following month. If the recipient must make immediate repairs on the purchase property, allowance for the cost of such repairs shall be made when determining whether the cost of the home is less than the proceeds received from the sale.

(Section Continued on Next Page)

B-457 (Continued)

B-457

7. Judgments and Compensation--A lump sum received as the result of compensation laws or in payment of a punitive judgment granted because of damages sustained by either the person or property of the applicant or recipient represents personal property. (If weekly or other periodic payments are received as benefits under the provision of compensation laws, such payments represent income.) A cash settlement accepted in lieu of a judgment is considered personal property.

The value of a judgment which has not been executed shall be considered in determining eligibility under personal property requirements. If the judgment is against a solvent corporation, the value of the judgment shall be considered to be equal to the amount of the judgment. If the judgment is against someone other than a solvent corporation, the county shall determine the ability of the judgment debtor to pay.

If the judgment cannot be executed because the debtor or his property cannot be located, or the judgment creditor has the judgment vacated, the value of the judgment shall not be considered.

If a judgment is the subject of an action brought by the judgment debtor in a higher court to vacate the judgment, and the judgment creditor is prohibited from executing the judgment, that portion of the value of the judgment remaining unsatisfied shall not be considered in determining eligibility while court action is pending. (See Sec. B-532, Definition of Income.)

(Section Continued on Next Page)

B-714 HOW AN APPEAL IS FILED**B-714**

The applicant or recipient who wishes to file an appeal does so by notifying the SDSW of his desire for a fair hearing. Request for fair hearing must be in writing and must be signed by the appellant. It may take the form of:

1. A specific statement, in letter form, that the appellant desires a fair hearing;
2. A petition requesting a fair hearing, or
3. A completed Form DPA 13, Appeal to the SDSW (provided by the SDSW).

The appellant may supplement his request for a fair hearing as he desires but it is to his advantage to have the basis of his dissatisfaction clearly set forth in advance of the hearing. This may be reported by letter or on Form DPA 14, Basis of Appeal to the State Department of Social Welfare (provided by the SDSW). However, such statements do not take the place of appearance at the hearing since it is the opportunity to appear and be heard that is being requested. (W&IC 104.5, 3075, 3078, 3460, 3473.2)

B-715 TIME LIMIT ON APPEALS**B-715**

The right of appeal must be exercised within one year from the date of the county action or order which caused dissatisfaction. Since the date of county action is the determining date, an appeal must be signed before the anniversary date of the county action. For example:

1. In appeals for the return of erroneous repayments the date of collection or the date of the last installment payment is the determining date.
2. In appeals from demand for repayment the date of the last demand or the date agreement to repay was signed or a lien taken, whichever is later, is the determining date.
3. In appeals involving amount of the grant, for example, a decrease in grant that has continued for more than a year, appeal may be made from deductions made during the preceding year since the granting of aid is considered a succession of monthly orders by the county.
4. In appeals from retroactive discontinuance following cancellation of suspended warrants, the date of discontinuance action is the determining date. The period involved in the appeal would extend back to the effective date of the discontinuance. (W&IC 104.5, 3075, 3078, 3460, 3473.2)

B-716 APPEAL PROCEDURE--GENERAL DESCRIPTION**B-716**

The SDSW notifies the county concerned when an appeal is filed. The county reviews its record as to the possibility of adjustment by administrative action, eligibility on points other than the one at issue, and amount of aid payable if the appeal is granted. The county submits a written summary (Basis of Action), in advance of the hearing, and prepares to present all available information relevant to the issue at the hearing. The county must be represented at the hearing.

(See Secs. B-723, When Hearing Not Held in County Responsible for Aid, and B-719, County Responsibility in Appeals)

(Section Continued on Next Page)

B-712 RIGHT AND SCOPE OF APPEAL

B-712

The dissatisfied applicant or recipient who has not been able to secure a satisfactory adjustment in dealing with the county has two remedies open to him at all times. He may ask the SDSW to review his situation and assist him in securing a satisfactory adjustment; or he may file an appeal with the SDSW requesting a fair hearing. Having chosen either procedure, he may change to the other at any time. Once he has chosen an appeal for a fair hearing the hearing shall not be delayed or canceled without his consent because of the existence of a possibility of adjustment.

While each county should have adequate procedure for considering complaints and may be able to adjust some of them by administrative action, the dissatisfied applicant or recipient is not required to exhaust the possibilities of such procedure as a preliminary to presenting his problem to the SDSW.

The right of appeal is personal and can be exercised only by the applicant or recipient, by his duly authorized representative or by his legally appointed guardian. It can not be exercised on behalf of the estate of a deceased applicant or recipient.

The county shall inform every applicant for Aid to the Blind of his right of appeal. An explanation of this right shall be given at the time of application. Written notice of the right of appeal shall be included in every notification to the applicant or recipient of the granting, denial, increase, decrease, discontinuance, or suspension of aid, or request for repayment.

While all applicants or recipients have the right of appeal and may request a fair hearing on any point of dissatisfaction, decision by the SSWB is limited to those matters in which the SSWB has jurisdiction. This limitation bars the SSWB from considering appeals which do not pertain to programs supervised by the SDSW, except to the extent necessary to determine whether or not the SSWB has jurisdiction.

Typical causes for appeal in Aid to the Blind are the following:

1. The appellant believes his impairment of vision constitutes blindness
2. Aid has been denied by the county
3. Aid has been granted in a lesser amount than that to which the appellant believes he is entitled
4. Aid has been discontinued
5. There is question as to the date from which aid should have been paid
6. The county did not take an application at time of request
7. Failure of the county to act promptly on an application
8. Dissatisfaction with the county's request for repayment of aid
9. The county refuses to return alleged erroneous repayment of aid
10. Dissatisfaction exists over any other matter which concerns an application for, or receipt of, Aid to the Blind.

(WIC 104.5, 3075, 3078, 3460, 3472.2)

B-719 COUNTY RESPONSIBILITY IN APPEALS**B-719**

On receipt of notification by the SDSW that an appeal has been filed, the county shall review its record immediately, in order:

1. To prepare a statement, Basis of Action, (See Sec. B-720) and mail copies to the appellant and to the SDSW within ten days of receipt of notification that the appeal has been filed;
2. To re-examine the action or situation cited to determine if adjustment through county administrative action is in order; and to notify the SDSW immediately if there is a possibility of adjustment;
3. To determine whether the appellant is eligible on all points other than the point at issue;
4. To ascertain whether there is sufficient information on file to determine the amount of aid allowable if the appeal is granted; and
5. To determine whether additional investigation is necessary.

The county shall make any necessary additional investigation in preparation for the hearing.

Exception: If the only point at issue in an appeal is whether the claimant's visual impairment constitutes blindness, it will not be necessary to review the record for the above information, unless the appellant's visual impairment is determined to be within the definition of blindness.

The county has continuing responsibility for maintaining contact with the appellant and shall report promptly to the SDSW, attention Central Office Appeals Section, any change in the appellant's mailing address that comes to the county's knowledge during the period that hearing and decision are pending.

In general, the county has responsibility for such preparation for, and participation in, the hearing as will facilitate a full and fair hearing.

(W&IC 104.5, 3075, 3078, 3460, 3473.2)

B-720 COUNTY SUMMARY OF APPEALED ACTION**B-720**

Within ten days after receipt of notification that an appeal has been filed, the county shall send to the appellant and to the SDSW copies of a summary called Basis of Action which shall include the following:

1. A statement of the county action or actions from which appeal is made, and the date of such action;
2. A brief statement in non-technical language of the reasons for taking the action appealed from.

(Section Continued on Next Page)

B-716 (Continued)

B-716

Each applicant shall be given full explanation of (a) his rights and responsibilities in an appeal hearing and (b) how to prepare for the hearing. He shall also be given such reasonable assistance in preparation as he may require.

In general, the appellant submits, in advance of the hearing, a statement of the basis of his dissatisfaction. The appellant may appear in person or by authorized representative but there must be an appearance at the hearing.

All hearings are held by a referee designated by the SSWB, except that the SSWB may, on its own motion and subject to conditions affecting the appellant, elect to hear specific cases directly. (See Sec. B-744, Hearing Conducted by SSWB)

Fair hearings are set with as little delay as possible. (See Sec. B-722, Setting the Hearing) The hearing is an orderly but informal proceeding, much in the nature of a conference. Attendance is limited to those persons who are directly concerned.

If it is not possible to conclude the hearing because additional information must be secured, the hearing is continued to a suitable later date. (See Sec. B-732, Continuance for Further Information) Similarly, in the case of non-appearance the hearing is continued pending redetermination of the wishes of the appellant. (See Sec. B-734, Continuance Because of Non-Appearance)

As soon as possible following conclusion of the hearing, the referee prepares a report to be submitted to the SSWB, including formal findings in the light of law and policy and a proposed decision.

The SSWB studies the evidence developed during the hearing and renders a decision by adopting, modifying, or otherwise changing the proposed decision of the referee.

Both the appellant and the county receive prompt notification of the SSWB decision. The letter of notification is accompanied by a copy of the findings and the decision adopted by the SSWB.

(W&IC 104.5, 3075, 3078, 3460, 3473.2)

B-718 WITHDRAWAL OF APPEAL BEFORE DECISION**B-718**

The appellant may withdraw his appeal at any time before a decision is rendered by the SSWB. The withdrawal must be in writing and may be made either by letter or by use of Form Gen M29, Withdrawal of Appeal, or by use of Form Gen M29, Conditional Withdrawal of Appeal.

In cases in which there appears to be a possibility of adjustment the appellant may submit a conditional withdrawal which will preserve his right to file a new appeal for a fair hearing if he is dissatisfied with the adjustment process. No hearing shall be delayed or canceled because of the possibility of review and adjustment unless the appellant signs a withdrawal or conditional withdrawal.

(W&IC 104.5, 3075, 3078, 3460, 3473.2)

B-722 (Continued)

B-722

other than those occupied by the county welfare department, and should afford privacy.

3. Notification. The appellant and the county shall have not less than 10-day's notice of the time and place of hearing. Notification shall be in writing and shall be sent by registered mail, return receipt requested.

The SDSW may for good cause grant a request by the appellant or the county for postponement of the hearing.

(W&IC 104.5, 3075, 3078, 3460, 3473.2)

B-723 WHEN HEARING NOT HELD IN COUNTY RESPONSIBLE FOR AID

B-723

If the hearing is to be held in a county other than the responsible county, the latter county may elect any one of the following procedures:

1. Send a county representative, with the case record, to the hearing; or
2. Include in the Basis of Action all of the information in the county's possession regarding the point at issue, both supporting and opposing the county action, together with relevant dates and any argument the county desires to make and conclude with the statement that the county rests its case on the Basis of Action.
3. Send the case record, containing all relevant information in the county's possession, to the county in which the appellant is living, with the request that the second county represent the responsible county at the hearing. Such request should be made in sufficient time to allow the second county to arrange such representation or to notify the first county of its inability to act. The first county would then, necessarily, follow one of the other two procedures.

(W&IC 104.5, 3078, 3473.2)

B-725 THE REFEREE--FUNCTION AND DUTIES

B-725

The referee is a hearing officer designated by the SSWB to hear an appeal, take evidence and prepare findings for consideration by the SSWB.

In conducting the hearing the referee shall, to the fullest extent possible, strive to:

1. Reassure the appellant that he is to receive a full and fair hearing
2. Secure full and cooperative participation by those who have information to present
3. Define clearly the issues involved in and the period covered by the appeal

(Section Continued on Next Page)

B-720 (Continued)

B-720

The county may include within the Basis of Action a review of the evidence, a statement of verification of eligibility, results of additional investigation, or other points and information concerning computation of aid if payable, provided that the inclusion of such material does not delay the submission of the Basis of Action.

If, prior to the hearing, the county determines that the appellant's eligibility on some point other than that mentioned in the Basis of Action is in question the county shall send to the appellant and to the SDSW a brief supplemental statement of the additional points at issue so that if necessary the additional issues may be considered at the hearing. Prior to the hearing, the county shall also make a complete computation of the aid which will be allowable month by month if the appeal is granted, showing how the amounts were determined.

(WELIC 104.5, 3075, 3078, 3460, 3473.2)

B-722 SETTING THE HEARING

B-722

Responsibility for scheduling the time and place of hearing rests with the SDSW. Procedures leading to a hearing are initiated as soon as an appeal is filed. Any change of address or any information either affecting the time or place of hearing or being submitted for presentation at the hearing should be directed to the SDSW, attention Central Office Appeals Section.

1. Date of Hearing. After expiration of the time for receipt of the Basis of Action, (See Sec. B-720) the SDSW shall schedule the hearing for the first available date that will permit ten days notice to the appellant and the county.
2. Place of hearing. Since the place of hearing must be convenient to the appellant's home, it is generally held at the county seat of the county in which the appellant is living at the time of the hearing. If transportation presents a major problem to the appellant or if he is physically unable to undertake the trip to the county seat, the appellant may request that the hearing be held in another county, in his home community, or in his own home if he is bedridden or otherwise unable to leave his home.

The county in which the hearing is to be held shall assist in arranging for a suitable hearing room when requested to do so by the SDSW. The room should be large enough to accommodate approximately six to eight people and should contain a table where the referee and reporter can work. It should be in some public building, preferably in quarters other than those occupied by the county welfare department, and should afford privacy.

(Section Continued on Next Page)

B-728 THE HEARING--GENERAL RULES AND PROCEDURE**B-728**

Attendance at a hearing shall be limited to those directly concerned, namely, the appellant and his representative and witnesses, representatives of the county, SDSW representative, the referee, and the hearing reporter. The referee shall exclude unauthorized persons from the hearing unless both principals agree to their presence. Appearance by the appellant (in person or by representative) is required at the hearing. County representation is required also. (See Sec. B-723, When Hearing Not Held in County Responsible for Aid.)

The hearing shall be conducted in an impartial and in a relatively informal manner in order to encourage free and open discussion by participants. At the same time, the referee shall control the hearing to insure that each person has the right to speak without unreasonable interruption. All testimony shall be submitted under oath or affirmation.

The proceedings at the hearing shall be reported by a phonographic reporter or otherwise perpetuated by mechanical, electronic, or other means capable of reproduction or transcription.

The general character of the hearing shall be that of a conference rather than of a court proceeding. In conducting the hearing, the referee shall be governed by the general rules for evaluation of evidence as contained in the Manual of Policies and Procedures--Aid to the Blind. He is not bound by the strict rules of court evidence.

(W&IC 104.5, 3075, 3078, 3460, 3473.2)

B-730 REFEREE'S REQUEST FOR ADDITIONAL MATERIAL**B-730**

If the referee feels the need of verification or documentation of unsupported statements made at the hearing, he may, at his discretion, order one or both of the principals to secure and send to him such verification or documents. He may then close the hearing after informing the principals that his report and recommendations will be held in abeyance pending receipt of the material requested.

Any such material shall be submitted directly to the referee. It shall be made available to both principals and they shall be given time for rebuttal before the referee submits his report. If further testimony is required because of the nature of the information submitted, the referee may request the SDSW to set a date for further hearing.

(W&IC 104.5, 3075, 3078, 3460, 3473.2)

B-732 CONTINUANCE FOR FURTHER INFORMATION**B-732**

If the referee finds that immediately available information is not adequate and additional investigation is needed, or that there are specific items of information essential to the hearing but which can not be obtained without some delay, he shall continue the hearing. The referee may continue the hearing at the request of either party. In all such cases the interim shall be held to the shortest possible time.

(Section Continued on Next Page)

B-725 (Continued)

B-725

4. Cover all relevant points of fact or argument
5. Provide ample opportunity for principles to question testimony and examine documentary evidence
6. Secure all available or necessary information.

To these ends, it is necessary that the referee maintain order, retain general control of the proceeding, direct the hearing to relevant points, avoid irrelevant discussions as far as possible without unduly limiting expression and generally to guide the hearing to a successful conclusion.

If sufficient information regarding the point at issue is not available at the hearing, the referee may at his discretion:

1. Continue the hearing to a later date (See Sec. B-732, Continuance for Further Information);
2. Close the hearing but withhold his report and proposed decision (See Sec. B-730, Referee's Request for Additional Material).

The second phase of the referee's function is preparation and submission of a report to the SSWB, such report to be accompanied by a transcript of testimony. The report shall include:

1. A statement of the issues involved in, and the period covered by, the appeal
2. Findings of fact based on the evidence
3. Analysis of the findings in relation to law and policy
4. A proposed decision and order.

The referee's report shall be prepared as soon as possible following conclusion of the hearing and shall be prepared with due consideration for points of law and policy. In preparing his report, the referee shall consult legal and policy authorities as necessary but he shall be fully responsible for the content of the report.

(W&IC 104.5, 3075, 3078, 3460, 3473.2)

B-726 FUNCTION OF PUBLIC ASSISTANCE REPRESENTATIVE

B-726

The SDSW representative in public assistance has no responsibility for pre-hearing investigation.

The services of the public assistance representative are available to the appellant and to the county in exploring the possibility of an adjustment while the appeal is pending. The public assistance representative will also answer any questions the appellant may have regarding his appeal and will render any services the appellant may need in securing records or other information for his appeal.

The public assistance representative may attend the hearing for the purpose of assisting the appellant, the county, and the referee.

(W&IC 104.5, 3078, 3473.2)

B-737 NOTICE OF DECISION BY STATE SOCIAL WELFARE BOARD

B-737

Within 10 days after the SSWB decision is rendered, the SDSW will mail notification of the SSWB decision to the appellant, the chairman of the county board of supervisors, the county auditor, and the county welfare department. The letter of notification will be accompanied by a copy of the findings of fact and decision as adopted by the SSWB.

(W&IC 104.5, 3075, 3078, 3460, 3473.2)

B-739 STIPULATED APPEALS

B-739

There are some appeals which the county can not adjust by administrative action alone, even though the county is willing to make the adjustment. Such appeals are those signed within one year of the county action complained of but not adjusted within that period, and some appeals involving degree of blindness.

Under such circumstances, the county presents the facts to the SDSW or the SDSW presents the facts to the county on degree of blindness appeals (See Sec. B-261, Appeals on Degree of Blindness) and requests concurrence in their recommendations. If the SDSW or the county concurs, the county is authorized to make the adjustment. When an adjustment satisfactory to the appellant has been made, he is asked to withdraw his appeal.

(W&IC 104.5, 3075, 3078, 3078.3, 3460, 3473.2, 3475)

B-740 COUNTY RESPONSIBILITY AFTER STATE SOCIAL WELFARE BOARD DECISION

B-740

The county shall pay the appellant the amount of aid awarded by the SSWB or carry out any other order of the SSWB directed to the county in giving effect to the decision.

If there is a change in the appellant's circumstances after the period covered by the SSWB decision, the usual procedures are followed without further referral to the SSWB unless a new basis for appeal arises.

(W&IC 104.5, 104.6, 3075, 3078, 3086, 3089, 3460, 3473, 3473.2)

B-732 (Continued)

B-732

1. If the desired information is readily available to one or both of the principals, the referee shall, before adjourning the original hearing, set the time and place for the continued hearing at the earliest suitable date, notifying the principals that there will be no further written notice. He shall instruct one or both principals to bring the desired information to the continued hearing.
2. If the needed information is not readily available and further investigation is required, the referee shall instruct the principals to cooperate in securing the information but shall place primary responsibility upon the county for verifying and reporting the information to the SDSW, attention Central Office Appeals Section. The referee shall continue the hearing, and so notify the SDSW, attention Central Office Appeals Section, but shall set no time or place for the continued hearing. When the required investigation has been completed and reported, the SDSW shall set a date for the continued hearing, giving notice in the usual manner.

(W&IC 104.5, 3075, 3078, 3460, 3473.2)

B-734 CONTINUANCE BECAUSE OF NON-APPEARANCE

B-734

If the appellant, or his duly authorized representative, fails to appear at the time and place set for hearing, the referee may continue the hearing and refer it to the SDSW, attention Central Office Appeals Section. The SDSW shall inquire of the appellant as to his wishes regarding his appeal and shall set a new date for the hearing if the appellant wishes to continue.

The referee may in his discretion attempt to contact the appellant or his duly authorized representative to determine the reason for non-appearance and to determine whether a further hearing is desired. If the referee determines that a further hearing is not desired he shall recommend that the appeal be dismissed.

If the appellant, or his authorized representative, having received due notice, fails to appear a second time without adequate reason, the referee shall consider the appeal abandoned and shall recommend to the SSWB that the appeal be dismissed.

(W&IC 104.5, 3075, 3078, 3460, 3473.2)

B-735 DECISION BY STATE SOCIAL WELFARE BOARD

B-735

Referee reports are considered at the regular monthly meetings of the SSWB.

In rendering a decision, the SSWB considers only the evidence secured through the hearing. Upon the basis of this information and in the light of relevant law and policy the SSWB renders a decision.

If the appeal is granted the SSWB orders payment of Aid to the Blind in specific amounts for a specific period.

(W&IC 104.5, 3075, 3078, 3086, 3460, 3473.2, 3474.5)

State of California

Department of Social Welfare

CONDITIONAL WITHDRAWAL OF APPEAL

State No. _____

I, _____, the undersigned,
(Name)

hereby withdraw my request to present evidence at a fair hearing before the State Social Welfare Board or a referee, and I ask that my case be handled instead as a complaint so that the possibility of an adjustment may be considered informally.

I understand that if I am not satisfied with the adjustment process I may renew my request for a fair hearing if I apply not later than sixty days after the county notifies me of the action taken upon reconsideration of my case. Upon such renewal I shall have the same rights I would have had if I had not signed this conditional withdrawal.

(Signature)

(Date)

Form Gen M29A (May 1953)

State of California

Department of Social Welfare

State No. _____

WITHDRAWAL OF APPEAL

I, _____, the undersigned,
(Name)
hereby withdraw the appeal I filed with the State Department of Social
Welfare on _____ from the action taken by _____ County
(Date)
regarding my application for or receipt of _____
(Aid or Security)

I wish to withdraw the appeal because _____

Dated _____ Signed _____

Form Gen M29, Revised July 1951

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

616 K STREET
SACRAMENTO 14

June 26, 1953

FILED

in the Office of the Secretary of State
of the State of California

JUN 24 1953

DEPARTMENT BULLETIN NO. 493 (PROPOSED) ^{ANC}

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
SAN FRANCISCO PROBATION DEPARTMENT
LOS ANGELES JUVENILE COURT
COUNTY AUDITORS

At 3:27 o'clock P.M.
FRANK M. JORDAN, Secretary of State
By *[Signature]*
Assistant Secretary of State

Subject: Requests to Bureau of Old Age and
Survivors Insurance for Addresses
of Employers of Absent Parents

Under certain circumstances, information from Old Age and Survivors Insurance wage records can now be made available to county welfare departments ~~or county district attorneys~~ to assist them in locating an absent parent who has failed to provide for his children receiving Aid to Needy Children.

Old Age and Survivors Insurance wage records constitute a relatively limited source of information regarding the whereabouts of absent parents since:

- a) Many of the parents in question are casual agricultural workers or in other categories not covered by Social Security
- b) The large number of identical names in the Bureau of Old Age and Survivors Insurance records and the frequent lack of specific information regarding the absent father's Social Security account make identification difficult
- c) Even when the account is located, the information available would consist only of the insured person's address when the account was first established and the name and address of the employer who paid into the fund 9 months prior to the date of the inquiry, since that is the normal lag between reporting of wages on a quarterly basis and their posting in the Baltimore Social Security records.

If the county desires to utilize this source of information, the county welfare department (with the assistance of the district attorney if the request originates in that office) shall determine in respect to each absent parent selected for search through the Old Age and Survivors Insurance records that

- a) all other reasonable sources of information regarding the absent parent's whereabouts have been exhausted and that
- b) there is no available information of the absent parent's whereabouts at any time within the preceding 9 months.

REQUESTS TO BUREAU OF OLD AGE AND SURVIVORS INSURANCE
FOR ADDRESSES OF ABSENT PARENTS

The proposed bulletin which follows makes it possible for county welfare departments to request addresses of employers of absent parents from the Bureau of Old Age and Survivors Insurance providing certain conditions are met. The release of this information by the Bureau of Old Age and Survivors Insurance has been made possible by the Federal Security Agency which established the conditions to be met.

The procedure as outlined may make it possible to locate a limited number of absent parents so that attempts can be made to secure support. Any support received from absent parents as a result of this procedure will result in decreased assistance payments.

Certified as a Regulation (or as
Regulations) of the

Dept. of Social Welfare
(Name of State Agency)

D. J. Schenkels

(Signature)

Director

(Title)

6-23-53

(Date)

REQUEST TO OASI FIELD OFFICE FOR INFORMATION

State Number _____

County _____

County Number _____

Case Name _____

Listed below is information identifying a person referred to the county law enforcement officer as an absent parent in an ANC case in accordance with Title IV Sec. 402 (a) (10) Social Security Act as amended and California Welfare and Institutions Code 1552.4.

Identifying Information:

Name of Absent Parent (last name first) _____

His Last Known Address _____

Date _____

Name and Address of Last Known Employer _____

Date _____

If Social Security Number Known:

Social Security Number _____

If Social Security Number Unknown:

Date of Birth _____

Place of Birth _____

Name of Absent Parent's Father _____

Maiden Name of Absent Parent's Mother _____

I hereby certify that:

- a) all other reasonable sources of information regarding the absent parent's whereabouts have been exhausted and that
- b) there is no available information of the absent parent's whereabouts at any time within the preceding 9 months.

Signature of County Welfare Director _____

Date _____

REPORT FROM BALTIMORE OASI RECORDS

Last Employer: _____

Name _____

Date Last Wage Report _____

Address _____

Unable to Identify ☐

REMARKS:

Sign _____

Date _____

Such determination is required to meet the conditions under which the federal government has agreed to make information available. The basis of this determination shall be recorded in the Aid to Needy Children case record.

For each absent parent who meets the above test and whose name is to be cleared through the Old Age and Survivors Insurance wage records, Form CA 256, Request to OASI Field Office for Information, (see copy attached) shall be prepared in four copies. The original and one copy shall be submitted by the county welfare department to the nearest Old Age and Survivors Insurance field office, one copy to the area office of the State Department of Social Welfare and one copy to be retained by the county welfare department for control purposes. The original Form CA 256 will be referred by the local Old Age and Survivors Insurance field office to the Bureau of Old Age and Survivors Insurance Central Office in Baltimore and, upon receipt of the reply from the Central Office, the Old Age and Survivors Insurance field office will transmit to the originating county welfare department such information as is available.

Every effort shall be made by the county welfare department to secure the absent parent's Social Security account number from the family, former employer, etc., in order to avoid the difficulty of identifying the account of the parent without the number. However, if the Social Security number cannot be obtained or is doubtful, the additional information indicated on Form CA 256 shall be included if at all possible.

In order that a subsequent review can be made to determine the effectiveness of the procedure, the county welfare department shall maintain a list or card file showing case name, state number and date of submission for all Aid to Needy Children cases on which Forms CA 256 have been submitted to the Old Age and Survivors Insurance field office.

A supply of Form CA 256, Request to OASI Field Office for Information, is available free of charge upon request to the State Department of Social Welfare, 616 K Street, Sacramento, California.

Very sincerely yours,

Charles I. Schottland
Director

Attachment

Certified as a Regulation (or as
Regulations) of the

Dept of Social Welfare
(Name of State Agency)

C. J. Schindler
(Signature)

Director
(Title)

6-23-53
(Date)

PROPOSED BULLETIN - SURVEY OF ANC CHILDREN LIVING
IN BOARDING HOMES AND INSTITUTIONS

Although the State Department of Social Welfare has considerable information on ANC families, it has practically none on ANC children living in boarding homes and institutions.

These children now represent a very substantial group (9,375) in February 1953) and involve assistance payments of more than half a million dollars per month. Recent inquiries by members of the State Legislature emphasize the need for more adequate information on this phase of the ANC program.

The proposed survey is designed to obtain data on the social characteristics of these children, their parental situation, the reason for deprivation of parental support or care, their income and resources and amounts of public assistance being provided.

The survey will cover 10% of the ANC children living in boarding homes and institutions in June 1953. This will require completion of schedules on about 940 children, state-wide. Since all of the information being sought should be in the case records the survey should not require a large expenditure of county staff time.

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

616 K STREET
SACRAMENTO 14
June 29, 1953

FILED

in the Office of the Secretary of State
of the State of California

JUN 24 1953

DEPARTMENT BULLETIN NO. 494 (ANC) (Proposed)

TO: COUNTY WELFARE DIRECTORS
COUNTY BOARD OF SUPERVISORS
COUNTY AUDITORS
LOS ANGELES JUVENILE COURT
SAN FRANCISCO PROBATION DEPARTMENT

At 3:28 o'clock P.M.
FRANK M. JORDAN, Secretary of State
By *[Signature]*
Assistant Secretary of State

Subject: Sample Study of Children Receiving
ANC and living in Boarding Homes
and Institutions

For some time the State Department of Social Welfare has felt the need for more adequate information about ANC children living in boarding homes and institutions. Recent inquiries by members of the State Legislature regarding this phase of the ANC program have given new emphasis to this need.

Accordingly, the department is making a special study of the social and economic characteristics of a sample of such children. Counties shall complete copies of Form 360 on 10% of the children receiving ANC and living in boarding homes and institutions in June 1953. The sample cases shall be selected and schedules completed in accordance with "Instructions for Form Temp 360, ANC Child in Boarding Home or Institution in June 1953."

A supply of schedules and instructions will be forwarded to each county.

It is most important that the schedules be carefully reviewed before submission to the State Department of Social Welfare, to insure that all relevant items are completed and that the entries in the various items are consistent with each other. Such review will materially reduce the number of documents that may have to be returned to counties because of errors or omissions.

Questions regarding the study and schedules should be directed to the State Department of Social Welfare Bureau of Research and Statistics.

The completed schedules shall be sent to the Bureau of Research and Statistics, State Department of Social Welfare, 616 K Street, Sacramento 14, on or before August 1, 1953.

Very sincerely yours,

Charles I. Schottland
Director

Certified as a Regulation (or as
Regulations) of the

Dept. of Social Welfare
(Name of State Agency)

P. J. Schuler
(Signature)

Director
(Title)

6-23-53
(Date)

~~AID TO THE PARTIALLY SELF-SUPPORTING BLIND -- SURVEY
OF PLANS FOR SELF-SUPPORT AND INCOME OF RECIPIENTS~~

~~This survey of the self-support plans and income of all APSB recipients is being made to provide necessary information to the State Legislature and the State Social Welfare Board. Because the size of the APSB caseload is small and all the desired information is contained in the case record, it is not anticipated that the survey will occasion a great amount of work on the part of county staff.~~

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

616 K STREET
SACRAMENTO 14

June 25, 1953

FILED

in the Office of the Secretary of State
of the State of California

JUN 24 1953

DEPARTMENT BULLETIN NO. 492 (STAT) (Proposed)

TO: COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS
COUNTY BOARDS OF SUPERVISORS

At 3:26 o'clock P M.

FRANK M. JORDAN, Secretary of State

By [Signature]
Assistant Secretary of State

Subject: Survey of APSB Plans For Self-Support and Income of Recipients

In order to provide necessary information for the State Legislature and for the State Social Welfare Board, a statewide survey is being made of self-support plans and income of recipients of Aid to Partially Self-Supporting Blind Residents.

All recipients who received APSB grants in June 1953 will be included in the survey. A copy of Form Temp. 235-B1 shall be completed for each of such recipients.

A supply of Forms Temp. 235-B1 is being forwarded to each county for use in the survey. The schedule is largely self-explanatory; such instructions as are necessary will be found on its reverse side.

Completed schedules shall be sent to the Bureau of Research and Statistics, State Department of Social Welfare, 616 K Street, Sacramento, on or before July 30, 1953.

Very sincerely yours,

Charles I. Schottland
Director

~~Attachment~~

Certified as a Regulation (or as
Regulations) of the

Dept. of Social Welfare
(Name of State Agency)

C. J. Schmalzer
(Signature)

Director
(Title)

6-23-53
(Date)

AREA OFFICES

LOS ANGELES OFFICE
MICHIGAN 8411
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SACRAMENTO OFFICE
GILBERT 2-4711
P.O. BOX 816
4

SAN FRANCISCO OFFICE
EXBROOK 2-8751
PACIFIC BUILDING
821 MARKET STREET
3

Earl Warren
Governor

STATE HEADQUARTERS

SACRAMENTO
GILBERT 2-4711
616 K STREET
14

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

June 23, 1953

Hon. Frank M. Jordan
Secretary of State
Room 117, State Capitol
Sacramento, California

ADDRESS REPLY TO:

616 K. Street
Sacramento 14

Dear Mr. Jordan:

Attached are three copies of regulations which will be issued by the State Department of Social Welfare.

DEPARTMENT BULLETIN NO. 484A (ANC)
DEPARTMENT BULLETIN NO. 492 (Stat)
DEPARTMENT BULLETIN NO. 493 (ANC)
DEPARTMENT BULLETIN NO. 494 (ANC)

These regulations were approved by the State Social Welfare Board pursuant to the powers conferred upon it by the Welfare and Institutions Code, Sections 103, 103.5, 114(b), 115, 116, and 3460 on June 19, 1953, and are being filed in accordance with Section 11380 of the Government Code.

Very sincerely yours,

Charles I. Schottland
Charles I. Schottland
Director

Attachments

FILED

in the Office of the Secretary of State
of the State of California

JUN 24 1953

At 2:25 o'clock P.M.

FRANK M. JORDAN, Secretary of State

By *Wm. J. Gray*
Assistant Secretary of State

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14

June 23, 1953

FILED
in the Office of the Secretary of State
of the State of California

JUN 24 1953

At 3:25 P. M.

FRANK M. JORDAN, Secretary of State

By *[Signature]*
Assistant Secretary of State

PROPOSED DEPARTMENT BULLETIN NO. 484A (ANC)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
LOS ANGELES JUVENILE COURT
SAN FRANCISCO JUVENILE COURT
COUNTY AUDITORS

Subject: Procedures for Use of Form CA 278,
Authorization to Pay, Deny, Sus-
pend, or Discontinue Aid to Needy
Children

The following instructions amend those given in Department Bulletin
No. 484 (ANC) for completion of Items 7 and 11 on pages 4 and 5:

Item 7 - Amount of Assistance to Which Eligible

The last sentence, which reads, "If the payment is for a
partial month, enter the prorated amount" is deleted.

Item 11 - Amount to be Paid

Sentence should be added: "If the payment is for a
partial month, enter the prorated amount in Column 3
or 5."

Very sincerely yours,

Charles I. Schottland
Director

~~Amended instructions for preparation of Form CA 278 "Authorization, etc.," as set forth in the proposed department bulletin which follows, are proposed at county request. The amendment provides for entering prorated partial initial payments in Item 11 on the form rather than in Item 7 and will be similar to the instructions for completing AG-B1 278.~~

June 23, 1953

Certified as a Regulation (or
as Regulations) of the

Dept of Social Welfare
(Name of State Agency)

N. J. Shreland
(Signature)

FILED

in the Office of the Secretary of State
of the State of California

Director
(Title)

JUL 1 - 1953

6-30-53
(Date) At 10:50 o'clock A.M.

FRANK M. JORDAN, Secretary of State

By _____
Assistant Secretary of State

AREA OFFICES

LOS ANGELES OFFICE
MICHIGAN 8411
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SACRAMENTO OFFICE
GILBERT 2-4711
P.O. BOX 816
4

SAN FRANCISCO OFFICE
EXBROOK 2-8751
PACIFIC BUILDING
821 MARKET STREET
3

Earl Warren
Governor

STATE HEADQUARTERS

SACRAMENTO
GILBERT 2-4711
616 K STREET
14

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

June 30, 1953

ADDRESS REPLY TO:

616 K. Street
Sacramento 14

Hon. Frank M. Jordan
Secretary of State
Room 117, State Capitol
Sacramento, California

Dear Mr. Jordan:

Attached are three copies of regulations which will be issued by the State Department of Social Welfare with Aid to the Blind Manual Letter No. 21.

These regulations were adopted by the State Social Welfare Board on June 19, 1953, pursuant to the powers conferred upon it by the Welfare and Institutions Code under Sections 103, 103.6, and 114(b), and are being filed in accordance with Section 11380 of the Government Code.

Very sincerely yours,

Charles I. Schottland
Charles I. Schottland
Director

Attachments

FILED

in the Office of the Secretary of State
of the State of California

JUL 1 - 1953

At 10:50 o'clock A.M.

FRANK M. JORDAN, Secretary of State

By *Edmund G. Gray*
Assistant Secretary of State

In the direct operation of the Prevention of Blindness program by the SDSW, the Department is guided by the advice of its Advisory Committee of Ophthalmologists. The proposed revisions of the following sections of the manual chapter relating to Prevention of Blindness contain some new policy which has been recommended from time to time. Likewise, in the operation of the program, changes in procedures have been found to make the program work more smoothly both for the county and for the individual being served.

- B-766 - The proposed revision is a restatement of steps in the selection process to conform to current practice which has evolved through experience. The revision also stresses the importance of an application as a prerequisite for treatment as well as the authorization from the SDSW.
- B-769 - It is proposed that this section be deleted. In the interest of clarification the policy contained therein has been incorporated into the proposed revisions of Sections B-772, B-781, and B-784.
- B-772 - The proposed revision indicates the use of the Request for Treatment Form, incorporates a portion of the deleted Sec. B-769 and contains a minor rewording of the present section.
- B-775 - The proposed revision is for the purpose of (1) including corneal surgery as a type of treatment on the recommendation of the Department's Advisory Committee of Ophthalmologists and approved by the State Social Welfare Board in March, 1953 meeting, and (2) deleting restrictions to surgery for one eye only and, (3) providing for SDSW care of emergent glaucoma cases; and (4) making clear that for any complications which develop and which are not directly related to the eye treatment or operation, arrangements must be made for payment from sources other than the Prevention of Blindness funds.
- B-778 - The purpose of the proposed revision is to spell out the procedure for selection of hospital, panel surgeons and follow-up post-operative care by an ophthalmologist in the person's home community.
- B-781 - The purpose of the proposed revision is to more clearly set forth the county's participation to achieve the maximum benefit to the individual from the program.
- B-784 - The proposed revision is a rearrangement and incorporation into one section of material relating to general procedures for surgical cases evolved by experience from operation of the program.
- B-793 - The purpose of this revision is principally for clarification. A new policy is incorporated with relation to transportation costs, i.e., relatives of the individual who are willing and able to provide transportation, without hardship, should be expected to do so. Another new policy contained in this section is that if eye care is covered in a health insurance plan, only that amount which is not available through the insurance plan up to the maximum fee schedule shall be considered a proper expense.

The only effect which these revisions will have on county administration will be to have more readily available in proper sections the proper procedures to be followed.

Selection of individuals who might benefit by treatment is made by the SDSW from the review of physicians' reports of eye examination which are filed by the county with the SDSW, either at time of application, annual reinvestigation, or otherwise. If an individual expresses an interest in eye care, the county shall report this interest to the SDSW. A review of the report or reports of eye examination on file with the SDSW for this individual will be made to determine if he can be included in the Prevention of Blindness program. (See Sec. B-772, Eligibility for Prevention of Blindness)

An application for aid to the blind is a prerequisite to the authorization for treatment. Any person interested in eye care may file an application for aid to the blind.

If an application for aid to the blind has been denied, a new application is not required for the purpose of eye care, regardless of the length of time which has elapsed. The following are, however, required:

1. An up-to-date Physician's Report of Eye Examination, Form Bl 227.
2. Current information to establish eligibility for aid to the blind on points other than blindness.

Authorization to proceed for treatment must be secured from the SDSW prior to any commitment. (See Sec. B-784, General Procedures)

(W&IC 3051, 3075, 3460, 3462)

FILED

in the Office of the Secretary of State
of the State of California

B-769 REQUEST FOR TREATMENT AND INTERPRETATION
(Delete TO THE INDIVIDUAL
tion)

B-769

JUL 1 - 1953

At 10:50

A. M.

B-772 ELIGIBILITY FOR PREVENTION OF BLINDNESS
(Rev)

FRANK M. JORDAN, Secretary of State B-772

By *[Signature]*
Assistant Secretary of State

The SDSW may provide for treatment or operations to prevent blindness, or restore vision to applicants or recipients who voluntarily request and make written application for such treatment or operation. The application for treatment is made by the individual by completing a Request for Treatment, Form Bl M524. The Request for Treatment, Form Bl M524, will be sent to the county for specific cases when referred by the SDSW for interpretation to the individual.

A person is eligible for eye care under the program if a current report of eye examination shows that his eye condition is such that treatment or operation may either improve or restore vision or prevent further loss of vision; and

- (a) Restatement of steps in the selection process to conform to current practice.
- (b) Stresses the importance of an application for aid to the blind as a prerequisite for treatment.
- (c) Stresses the importance of authorization from SDSW prior to treatment.
- (d) Section being deleted. Policy contained therein is incorporated in proposed revision of Secs. B-772, B-781 and B-784.
- (e) Formerly contained in Sec. B-769.
- (f) Minor rewording.

individual's care through the Prevention of Blindness program often negates the results of any treatment for glaucoma which might be provided by the SDSW. In the event no local resources are available the SDSW can provide glaucoma treatment and/or surgery. In emergency situations it is recommended that the county contact the SDSW by telephone.

(a)

The SDSW may not provide treatment of concurrent disabilities not related to the eyes. Therefore, if a preliminary general physical examination reveals systemic disorders which would make eye surgery hazardous, the person will be referred to the county for control or stabilization of these systemic disorders. Similarly, if complications not directly related to the eye treatment or operation develop while a person is under the care of the SDSW, payment for treatment of such complications must be arranged from other sources, such as from his own funds or from county assistance if he is eligible therefor. For emergency care pending other arrangements see B-793, Allowable Expenses for Prevention of Blindness. (W&IC 3051, 3075, 3460, 3462)

(b)

B-778 TREATMENT CENTERS (Rev)

B-778

The SDSW Advisory Committee of Ophthalmologists is required by law to designate the hospital or clinic in which eye care will be provided. The SDSW maintains a small rotating panel of surgeons who may be authorized to provide treatment or surgery in the larger communities throughout the state. The surgeon's hospital affiliations must be approved by the Advisory Committee of Ophthalmologists before his appointment to the panel. The surgeons serve on the department's panel for a two-year period, subject to re-appointment. Authorization for surgery is limited to those surgeons currently serving on the SDSW panel except when a bona fide patient-physician relationship exists between a person selected for eye care and an ophthalmologist who is certified as a Diplomate by the American Board of Ophthalmology. The fact that an ophthalmologist has completed a report of eye examination for an applicant for or recipient of aid to the blind does not constitute a bona fide patient-physician relationship for the purpose of authorizing eye care.

(c)

The SDSW may authorize observation and treatment for glaucoma, post-operative follow-up, eye examination and provision of glasses by an ophthalmologist in a person's home community if this is deemed advisable. (W&IC 3051, 3075, 3460, 3462)

~~(a) Provides for SDSW care of emergent glaucoma cases.~~

~~(b) Stresses that complications unrelated to eye cannot be cared for under program.~~

~~(c) Spells out procedure for selection of hospitals, panel surgeons and follow-up care in local community.~~

1. His age, physical, and mental condition will make eye care profitable to him;
2. He has not made a commitment to any physician, clinic, or hospital, public or private, for the eye care being considered;
3. He is a recipient of ANB or APSB;
4. He is an applicant, or has at one time made application, for ANB or APSB and meets the eligibility requirements for such aid. Exception: The degree of vision does not have to be within the definition of economic blindness as defined in Sec. B-246, Definition of Blindness.

(a)

An applicant who does not meet all of the eligibility requirements may be provided with eye care service if the SDSW finds that the circumstances are such as to justify an exception to the usual eligibility requirements. (W&IC 3051, 3075, 3460, 3462)

B-775 TYPES OF TREATMENT (Rev)

B-775

The following list indicates, in general, the types of treatment which may be authorized by the SDSW under the program. (See Sec. B-799, Ophthalmology - Fee Schedule)

Cataract, Needling or Discission, operation for
Cataract, operation for
Corneal Surgery - Non-penetrating
Corneal Surgery - Penetrating
Ectropion, operation for
Entropion, operation for
Enucleation of Eye
Glaucoma, surgery for (other than simple Iridectomy)
Iridectomy, Simple Iridectomy
Lacrimal Sac, excision of, or Dacryocystotomy
Pterygium, removal of, or other external eye surgery
Retinal Detachment, correction of

(b)

Request must be made and authorization to proceed secured from the SDSW prior to any commitment for treatment or surgery.

(c)

Enucleations will be performed only when removal is necessary to preserve the vision in the remaining eye. Surgery for cosmetic purposes is not authorized.

(d)

Since glaucoma is a condition which frequently requires emergent action, treatment should be provided through local medical facilities. The time required in securing authorizations and planning for the

(e)

- (a) ~~Minor rewording~~
- (b) ~~New policy re corneal surgery~~
- (c) ~~Repeated to emphasize necessity for prior authorization~~
- (d) ~~Deletion of inapplicable material~~
- (e) ~~Deletion of restriction of surgery for one eye only~~

with him for his return home after consultation with the surgeon if an operation is not indicated, or upon his discharge from the hospital following surgery. It also involves planning transportation to and from the surgeon's office at regular intervals for about three months immediately after the surgery, except when post-operative care in the person's home community is authorized.

- e. Assist the individual to secure special transportation rates for himself and attendant, if required. (See Sec. B-796, Rules on Travel Expenses)
 - f. Plan with the individual for a place to go and someone to look after him after his discharge from the hospital.
 - g. Request assistance of the Travelers' Aid Society, if required by the individual. (See Sec. B-787, Services of Travelers' Aid Society)
5. Defraying any costs, if necessary in behalf of the individual, incident to securing the treatment, subsequently securing full reimbursement therefor from the SDSW. If such expenses have been paid by the individual, assistance to him in preparing a claim for reimbursement for the cost of transportation, meals, hotel, taxi fare, etc. (See Sec. B-793, Allowable Expenses for Prevention of Blindness) Invoice forms for claiming reimbursement of incidental expenses will be supplied by the SDSW upon request. (a)
6. Arranging for medical treatment of complications not directly related to the eye which may arise while an individual is under the care of the SDSW Prevention of Blindness program. (See Sec. B-775, Types of Treatment)
7. Preparing for the SDSW on request, a post-operative report on the individual's activities prior to and six months after his surgery or treatment. The SDSW will supply Form B1 M30 for the county's use in completing this report.

(WEIC 3051, 3075, 3460, 3462)

B-784 GENERAL PROCEDURES FOR SURGERY
(Rev)

B-784

If, upon review of a physician's report of eye examination by the SDSW, it is found that the eye condition is such that treatment or surgery might restore vision or prevent further loss of vision, the county will be notified of such finding. This notification to the county is on the basis of the eye condition alone as described and reported on the Report of Eye Examination. The SDSW must rely on the county to report (b)

- (a) ~~Rearrangement and incorporation of existing procedures relating to county participation in the program.~~
 - (b) ~~Rearrangement and incorporation into one section of material relating to general procedures for surgical cases evolved by experience from operation of the program.~~
- 54-

While the administration of the Prevention of Blindness program is a direct state responsibility, county participation at several vital points is essential to make the program truly state-wide, achieve the maximum benefit to the individual, and make the most economical use of funds.

County participation begins when any person either inquires about the eye care service or when the county is notified by the SDSW that the individual has been selected as one who might be benefitted by the Prevention of Blindness program.

County participation is essential for such services as:

1. Determination according to Sec. B-772, Eligibility for Prevention of Blindness, that the individual is eligible to receive the medical care.
2. Interpretation to the individual of the opportunity which treatment affords him. Final decision to accept or reject the opportunity for treatment or operation must be made entirely by the individual. If the individual is interested in eye care the county obtains his signature on the Request for Treatment, Form B1 M524. It is particularly important that when the blind person is a recipient of ANB or APSB, he be told that if vision is restored he may no longer be eligible for aid to the blind. Other plans for his livelihood should be explored with him.
3. Reporting to the SDSW the individual's eligibility for the Prevention of Blindness program, his ability to benefit from eye care, and the social values which might be expected with improved vision. (a)
4. Assisting the individual, the surgeon and the SDSW from time to time during the course of treatment so that disruptions in the plan for eye care may be eliminated. (See Sec. B-784, General Procedures) For example:
 - a. Help the individual arrange for a preliminary physical examination.
 - b. Notify the individual of any appointments with the physician, surgeon, or of hospital reservations.
 - c. Confirm appointments with the physician, surgeon, or hospital and notify them when the individual is unable to keep the appointment as scheduled.
 - d. Assist the individual in making arrangements for transportation, and attendant service if needed, between his home and the treatment center. This includes planning

~~(a) Rearrangement and incorporation of existing procedures relating to county participation in the program.~~

B-784 (Continued)

whether the individual is eligible (see Sec. B-772, Eligibility for Prevention of Blindness) and on his ability to benefit from eye care, i.e., the social values which might be expected with improved vision. (See Sec. B-781, County Participation in Program)

At this point county participation is indispensable. It is the responsibility of the county to explain to the individual what the undertaking will mean in terms of his own personal plans. The program should be thoroughly discussed with him and time allowed for him and his family to reach a decision. (See Sec. B-781, County Participation in Program)

If the individual accepts the opportunity for the eye care the county shall forward to SDSW without delay his signed Request for Treatment, Form BL M524 accompanied by the report of eligibility and social benefits which might be expected. This report will be reviewed by SDSW and the county will be advised of any other services required before care can be authorized.

If the individual's physical and eye conditions indicate feasibility for eye care, the SDSW will issue to the surgeon authorization to provide the care and hospitalization. (Authorization for surgery is given by means of Form Letter 27 or 27A; authorization for hospitalization is given by means of Form Bl M29.) The panel surgeon will proceed with the indicated treatment and is responsible for (1) making hospital reservations, (2) making an appointment for the individual to be seen in the surgeon's office (this appointment to coincide with the date of hospital reservation), (3) notifying the individual (copy to county) of the date and hour of appointments, and (4) providing the individual with authorization for hospitalization, Form Bl M29, for presentation to the hospital. When the surgeon finds that nursing home care will be necessary because of complications to the eye following surgery, he is responsible for requesting authorization from the SDSW, which is given by means of Form Bl M31, Authorization for Convalescent Home Care.

The usual period of hospitalization for cataract surgery is from one week to ten days. After the patient is discharged from the hospital, some of the surgeons will want to see their patients every other day for at least two weeks, gradually decreasing the interval between the visits for a period of about three months. If the patient is referred by the operating surgeon to an ophthalmologist in the patient's home community, the local ophthalmologist will follow this post-operative course.

An eye examination is required in all post-operative cases in not less than 90 or more than 120 days after surgery. This post-operative eye examination is made by the operating surgeon or the physician to whom the patient has been referred for post-operative follow-up. There may be cases where the eye condition is such that the surgeon or local ophthalmologist will ask the SDSW for permission to postpone the post-operative eye examination. The county will be notified by the SDSW if postponement is permitted. At the time of the final post-operative eye examination the individual is refracted and glasses are provided when required.

If the patient has been wearing glasses on loan from an optical firm, the surgeon's prescription should be taken to the same firm to be filled and the temporary glasses returned to the optical firm at this time.

If the post-operative report of eye examination, when reviewed by the SDSW, indicates ineligibility a copy of this report with a check in the box entitled "Ineligible" will be sent to the county. If the individual is a recipient of aid to the blind, aid is to be discontinued

4. Consultant and anesthetist services as needed, which are authorized on individual cases by the SDSW.
5. Hospitalization for which authorization is sent to the surgeon (Bl M29).
6. Medication which is authorized by the surgeon's prescription. It may be presented on his bill or, if paid by the patient, expense may be claimed when accompanied by verification that it was prescribed by the surgeon or the local ophthalmologist to whom the patient was referred. (a)
7. Nursing home care for which authorization will be sent to the surgeon upon his specific request and recommendation because of the patient's eye condition.
8. Necessary transportation costs incidental to surgery or treatment. Relatives of the individual who are willing and able to provide transportation to and from the hospital and the surgeon's or ophthalmologist's office without charge should be expected to do so. (Sec. B-784, General Procedures for Surgery.) If transportation cannot be provided without financial hardship to the individual and/or his relatives, such expenses as are necessary for the individual and a guide, when required, may be repaid from the Prevention of Blindness funds. (b)
9. Lodging and meals. These may include overnight lodging or meals enroute to the medical center before the patient is admitted to the hospital and after he is discharged from the hospital.
10. Expenses for an attendant. These may include, if necessary, the attendant's expenses in traveling to and from the medical center. Lodging and meal costs incurred by an attendant while the patient is hospitalized cannot be repaid to either the patient or the attendant.

Whenever possible, relatives of the individual who can be expected to finance their own expenses should accompany the patient to and from the hospital and the surgeon's office.

11. Refraction and glasses in specific cases, i.e., if the report of eye examination shows that without proper correction the applicant would be eligible for aid, but with proper correction he would be ineligible; and he does not have glasses which would give proper correction, and there are no other resources from which they can be provided. These are authorized by means of a letter to the physician with authorization for glasses attached. (Form Bl M36). (a)

In surgery cases the cost of post-operative refraction by the surgeon is included in the surgery fee, and an authorization for the purchase of glasses is sent to the surgeon prior to the expiration of the 90 to 120 day post-operative interval.

(a) Clarification.

(b) ~~New policy re use of resources when possible.~~

effective the end of the month in which the report is received by the county unless he desires to have another eye examination. (See Sec. B-259, Procedure When Continued Eligibility of a Recipient is Questioned on Degree of Blindness)

While the post-operative report of eye examination indicates the measured amount of visual acuity as a result of the surgery performed, a translation by the county of this measurement into terms of what the improvement of sight has meant to the individual is requested by the SDSW. This report should cover the activities of the individual prior to surgery and after a period of approximately six months has elapsed following surgery. Social Adjustment Report, Form Bl M30, has been devised for the use of the counties for this purpose. This evaluation of the social worker and the patient as to the post-operative adjustment may be the basis for determining the need for continuing medical care under the Prevention of Blindness program. Social Adjustment Report Form Bl M30, together with the reports of eye examination, is used to evaluate the results of the Prevention of Blindness program on a state-wide basis. (W&IC 3051, 3075, 3460, 3462)

(a)

B-793 ALLOWABLE EXPENSES FOR PREVENTION OF BLINDNESS
(Rev)

B-793

Federal participation is available for expenditures for salaries and wages and other costs through the regular claims for reimbursement of administrative expenses procedure, when the services to individuals are reasonably related to the categorical aid programs and the person is an applicant for, or recipient of, public assistance. The worker will charge her time according to the program under which the recipient is currently receiving aid, or if not receiving aid, to the program under which he is applying or has applied for aid. (See Chapter VIII, Manual of Fiscal Policies and Procedures)

(b)

The SDSW must authorize all expenses to be paid from the Prevention of Blindness program funds prior to the time these expenses are incurred. Exception: Prior authorization is not required for necessary travel expenses incurred in connection with surgery or treatment under the Prevention of Blindness program.

Allowable expenses may include:

1. A diagnostic eye examination which is authorized in the original referral letter to the surgeon (Form Letter 10).
2. A general physical examination which is authorized in the referral letter to the county (Form Letter 11), or by letter of referral to the surgeon (Form Letter 10).
3. Surgery and/or treatment, which are authorized by the letter of assignment to the surgeon (Bl M27 or Bl M27A).

(b)

~~(a) Rearrangement and incorporation into one section of material relating to general procedures for surgical cases evolved by experience from operation of the program.~~

(b) Clarification.

The purpose of this proposed revision is to point out the fact that some basic and special needs are provided residents of the State Orientation Centers and the California School for the Blind; and to urge the county to communicate directly with the agency concerned before granting aid. This revision will have no appreciable effect on county administration since the number of cases involved is so small. However, it should be helpful in assuring accurate determination of need.

B-509 RESIDENTS OF CERTAIN INSTITUTIONS NOT CONSIDERED INMATES
(Rev)

B-509

Blind persons shall not be considered inmates of public institutions for purposes of aid if attending any of the following:

1. A shop for the blind maintained by the state which does not provide board and room to blind employees.
2. Public high schools, University of California, and any other institutions of higher learning in the state.
3. State Orientation Centers for the Blind insofar as resident trainees are concerned.
4. The California School for the Blind.

Since both the State Orientation Center for the Blind (3601 Telegraph Avenue, Oakland) and the California School for the Blind (3001 Derby Street, Berkeley) provide some of the basic and special needs, the county shall communicate directly with the agency concerned when determining the amount of unmet need of any given applicant or recipient who is a resident of either state facility.

(a)

(W&IC 3044, 3075, 3444, 3460)

(a) Clarification of policy.

After the final post-operative refraction is completed (Form BI 227) and the permanent glasses are supplied, the state will not be responsible for expenses incurred for further examinations or treatment unless specifically authorized by the SDSW.

(a)

Complications which develop while the patient is in the hospital and which require immediate or emergency treatment may be taken care of temporarily through Prevention of Blindness funds. Prior to the patient's discharge from the hospital, the county will be asked to make arrangements for the continued care to be given through local resources in the county of the patient's residence.

(b)

The SDSW will pay the vendor direct for any other authorized service rendered under this program by an individual, agency, or institution (physician or surgeon, hospital, nursing home, optician, etc.)

If the person being considered for eye care is covered in a health insurance plan which provides for payment of physician's fee and/or hospital costs, or medication, only that amount which is not available through the insurance plan up to the maximum fee allowable in the SDSW fee schedule shall be considered a proper expense from Prevention of Blindness funds. (W&IC 3051, 3075, 3460, 3462)

(b)

~~(a) Clarification.~~

~~(b) New policy re use of other resources when possible.~~

Certified as a Regulation (or
as Regulations) of the

Dept of Social Welfare
(Name of State Agency)

P. J. Chasland
(Signature)

FILED

in the Office of the Secretary of State
of the State of California

Director
(Title)

JUL 1 - 1953

6-30-53
(Date) At 12:00 o'clock A.M.

FRANK M. JORDAN, Secretary of State

By _____
Assistant Secretary of State

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Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

June 30, 1953

STATE HEADQUARTERS

SACRAMENTO
GILBERT 2-4711
616 K STREET
14

Hon. Frank M. Jordan
Secretary of State
Room 117, State Capitol
Sacramento, California

ADDRESS REPLY TO:

616 K. Street
Sacramento 14

Dear Mr. Jordan:

Attached are three copies of regulations which will be issued by the State Department of Social Welfare with Aid to Needy Children Manual Letter No. 25.

These regulations were adopted by the State Social Welfare Board on June 19, 1953, pursuant to the powers conferred upon it by the Welfare and Institutions Code under Sections 103, 103.5, and 114(b), and are being filed in accordance with Section 11380 of the Government Code.

Very sincerely yours,

Charles I. Schottland
Charles I. Schottland
Director

Attachments

FILED
In the Office of the Secretary of State
of the State of California

JUL 1 - 1953

At 10:50 o'clock P.M.

FRANK M. JORDAN, Secretary of State

By *Wm. J. Taylor*
Assistant Secretary of State

C-354 SOURCES OF INCOME

C-354

Income may be derived from a number of sources including the following:

1. Earnings of members of the family budget unit.
2. Persons living in the household who are not members of the family budget unit.
3. A parent living outside the home making a contribution under court order or on a voluntary basis.
4. Insurance, pensions, and other benefits; e.g., Unemployment Insurance Benefits, Disability Insurance Benefits, Workmen's Compensation, Old Age and Survivors Insurance, Servicemen's Allowances, allotments from inmates of penal institutions, payments from industrial concerns, unions or lodges, civil or military pensions, annuities, trust funds, etc. Exception: A single payment of the entire benefit or award is considered personal property, not income.
5. Rental of real property or rental of rooms.
6. Interest or dividends on or rental of personal property.
7. Sale of crops, increase of livestock, or other farm products.
8. Private agencies or individuals.
9. General relief, except county supplementation.
10. Business, professional enterprise, rehabilitation project.

(W&IC 1560)

C-356 RESPONSIBILITY OF RELATIVES

C-356

The county shall determine whether there are relatives responsible for the support of the child, or his parent, or other needy relative included in the family budget unit. Assistance shall not be denied or withheld pending this determination.

A. RESPONSIBILITY OF PARENTS

Parents are responsible for the support and care of their children, natural or adopted. Responsibility for support ceases if the child has been relinquished for adoption and the relinquishment has been filed with the SDSW.

(Section Continued on Next Page)

C-352 (Continued)

C-352

If the family does not report subsequent installments of the lump sum income when it is received and restoration is requested, the period during which the total lump sum income would have been expected to meet the family's total needs shall be redetermined. Eligibility for restoration shall then be determined according to C-542, Item C 1 or C 2, whichever is applicable.

For procedure for restoring assistance following discontinuance because of lump sum income, see Section C-542, Restoration of Assistance.

Non-recurring lump sum payments (as distinguished from lump sum income) are personal property immediately upon receipt and shall not be considered as income for meeting needs. (See Sec. C-327, Definition of Personal Property)

Income which is small in amount, unpredictable either as to amount or time of receipt, and of short duration, shall not be considered in determining the amount of the assistance payment.

Such income may be derived from:

1. Occasional employment of parents
2. Occasional earnings of children
3. Occasional rental of rooms
4. Occasional small gifts in cash or kind

(W&IC 1511.1, 1560)

FILED

in the Office of the Secretary of State
of the State of California

JUL 1 - 1951

At 10:50 o'clock A. M.

FRANK M. JORDAN, Secretary of State

By *[Signature]*
Assistant Secretary of State

C-356 (Continued)

C-356

C. RESPONSIBILITY OF MINORS

The father and mother are entitled to custody, services, and earnings of the unmarried unemancipated minor child. The mother is entitled to the custody, services, and earnings of an illegitimate child. The earnings of an unemancipated minor shall be considered income to the family budget unit. The emancipation of the minor child does not relieve the child of his responsibility to maintain his parent, who is needy, to the extent of his ability. The emancipated minor child is not responsible for the support of his brothers and sisters. (See Sec. 364, Item C, for determining net income from earnings of needy emancipated minor and C-364, Item E, for determination of net contribution from non-needy emancipated minor.)

The parents may relinquish to the child the right of controlling him and receiving his earnings. Such a release is called emancipation. The parent may emancipate the minor as to his entire earnings or income and yet retain full parental control of him in all other respects; the emancipation may be either expressed or implied; that is, it may be expressed in writing or orally, or by the actions of the parent and child.

If it appears that the emancipation was made for the purpose of qualifying a member of the family for assistance or for a greater amount of assistance than that to which they would otherwise be entitled, such emancipation shall be considered ineffectual.

There is a presumption that a child living under the parental roof is not emancipated, and, in order to establish emancipation in such instances, clear and convincing evidence sufficient to refute the presumption must be presented. Such evidence may be that emancipation was made prior to the application for assistance or that the need of assistance was due entirely to factors other than the emancipation.

The child not living under the parental roof shall, on the declaration of the parents, be considered to be emancipated if he is using his earnings and income for his own support. This presumption of emancipation may be refuted by clear and convincing evidence that the parent has not emancipated the child and is, in fact, appropriating any portion of the child's earnings or income.

To assist further in determining emancipation, the following should be ascertained:

1. Did the child obtain his job through his own efforts or was the job obtained by his parents?
2. Does the child collect his own pay?
3. Does the child retain his portion of his earnings and turn over only the amount agreed upon to the parent?

(Section Continued on Next Page)

C-356 (Continued)

C-356

For purposes of ANC, the word "father" includes:

1. The father not married to the mother
2. The divorced father, whether or not he has custody
3. The father of an unborn child, whether or not he is married to the mother
4. The mother's husband, unless the presumption of paternity has been refuted.

Reasonable effort shall be made to determine the total financial resources of the absent parent. Usually the applicant is able to provide information about the absent parent, his resources, and his interest in the child, such as:

1. Whereabouts of the absent parent
2. Reason for his departure
3. His present occupation, income, resources
4. His known obligations, health, dependents
5. His interest in the family and attitude towards the child: Whether he writes home, visits, sends gifts or remembrances, and responds to family emergencies
6. Arrangement for support payments: Amount and regularity of their receipt and whether they are voluntary or by court order.

If the parent with whom the child is living or who has custody or control of the child wilfully refuses to give the necessary information or refuses to give reasonable assistance in the enforcement of the absent parent's obligation to law enforcement officers such as the District Attorney, assistance shall be denied or discontinued.

See Secs. C-470, C-473, and C-476 for requirements for notification to the District Attorney.

B. RESPONSIBILITY OF PUTATIVE FATHER

If the father of the child is not married to the mother, he has the same responsibility for support as though there had been a marriage. The county shall obtain from the mother such information concerning the putative father as she is able to provide. Desirable information includes the name of the putative father, his whereabouts, his attitudes toward the mother's situation and the child, his attitudes toward supporting the child, whether paternity has been acknowledged or legally established, whether any financial settlement or arrangement has been made, his financial circumstances and responsibilities, etc. Where it is possible, the putative father shall be interviewed and his contribution determined in accordance with Sec. C-366. Assistance shall not be denied or withheld because paternity is not established.

If the child is in the process of adoption (i.e., the period when the mother is being counseled by the case worker or is otherwise exploring plans for the adoption of the child, the child has been relinquished for adoption and the relinquishment has been filed with the SDSW, or the consent for independent adoption has been signed) no attempt to interview the putative father or secure support need be made and exception is made to the requirement for notification to the District Attorney. However, if the child is not in the process of adoption, the county shall meet the requirements for notification to the District Attorney in accordance with Secs. C-470, C-473, and C-476.

(Section Continued on Next Page)

C-364 (Continued)

C-364

D. OTHER MEMBERS OF THE FAMILY BUDGET UNIT

The county shall determine whether an ineligible minor or person required to act as the child's caretaker is needy and meets the real and personal property qualifications before such person is included in the family budget unit. If he states he is needy, income shall be determined as for a parent and considered as follows:

1. If the person's total need, in accordance with the ANC standard, is greater than his net income, the person is in need. In this situation, if the value of his real or personal property, when added to that of the child's and the child's parents' property, is not in excess of the statutory limitations for the ANC child, he is included in the family budget unit and his net income is considered available to the family.
2. If the person's total need, in accordance with the ANC standard, is less than his net income, the person is not in need. In this situation, he is not included in the family budget unit and only that portion of his income which represents a net contribution is included as income available to the family budget unit. (See Item E of this section for determination of income.)

If the value of the person's real or personal property, when added to the value of the child's and the child's parents' real and personal property, is in excess of the statutory limitations for the ANC child, the person shall not be included in the family budget unit. In such cases, only his net contribution, if any, is considered as income available to the family budget unit. (See Sec. C-503 B)

E. PERSONS NOT MEMBERS OF THE FAMILY BUDGET UNIT

If employed relatives or other persons are living in the household, they shall pay the usual community rate for the type of board and room they receive.

Net income to the family budget unit from a related person in the household who is not a member of the family budget unit, including the non-needy emancipated minor and the adult child, shall be determined by deducting from the actual payments:

(Section Continued on Next Page)

C-364 (Continued)

C-364

- (4) Transportation - the cost of transportation incident to employment.
 - (5) Union dues - if paid.
 - (6) Equipment - the cost of tools or other equipment necessary for employment, a program of vocational rehabilitation, or a plan to assist in the maintenance and self-support..
 - (7) Other expenses incident to the employment.
2. Earnings of Needy Emancipated Minor - The emancipated minor under 18 who is needy shall be included in the family budget unit and his net earnings deducted as income. An emancipated minor is needy if his net earnings do not cover his total needs (including his prorated share of household expense). In determining the net income from the earnings of the emancipated minor, the same method is used as that outlined above for the employed parent.

If weekly earnings are regular in amount, they may be prorated to monthly amounts on the basis of 4 1/3 weeks per month. If earnings are irregular in amount, actual earnings received in the calendar month shall be considered.

(Section Continued on Next Page)

C-364 (Continued)

C-364

However, if the spouse of an ANB or APSB recipient is included in the ANC family budget unit, one-half the income from community property and any voluntary allocation made from the recipient's non-exempt current earnings shall be considered as income to the spouse.

If a recipient of OAS is living with the ANC family and his entire grant and income is pooled with the family, the net income to the family shall be determined by deducting from the total amount pooled with the family the need items for such an individual in accordance with the OAS basic needs values for food, transportation, clothing, housing maintenance and replacement, incidentals and personal needs, special needs, if any, and the prorated share of utilities, rent (or housing expense), and special needs common to the household. However, each OAS recipient living with an ANC family shall be informed that he is not required to pool or continue to pool his OAS grant or other income with the ANC family.

The OAS basic needs are valued as follows:

Food	\$28.50
Housing.	15.00
Utilities.	6.30
Clothing	7.70
Housing, maintenance, and replacement.	4.50
Transportation	4.50
Incidentals.	13.50
(W&IC 1560)	
Total	\$80.00

C-364 (Continued)

C-364

1. Food, in accordance with the ANC Cost Schedule, if he eats at home.
2. His prorated share of utilities and rent (or housing expenses) and special needs common to the household.
3. A flat amount of \$1.50 for household operation.

If a non-related person or related OAS recipient paying board and room is living in the household, the net income to the family budget unit shall be determined by deducting from the actual payment:

1. The actual cost of food, if boarding. If the boarder is a recipient of OAS, ANB, or APSB, the OAS-ANB basic food value of \$28.50 per month is considered the actual cost of food.
2. The person's prorated share of rent (or housing expenses), utilities, and special needs common to the household, plus any amount by which the cost of a utility exceeds the allowance given in the Cost Schedule.
3. Laundry, cleaning, and replacement of linen expenses incident to the rental of a room.

The total amount of ANB or APSB granted (including exempt income) is intended to help meet the individual needs of the recipient and shall not be construed as income to any other person. Although such a recipient may pay room and board, his assistance grant and income shall not be pooled with the ANC family.

(Section Continued on Next Page)

Certified as a Regulation (or as
Regulations) of the

Department of Social Welfare
(Name of State Agency)

C. J. Schaefer

(Signature)

Director

(Title)

7-31-53

(Date)

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Earl Warren
Governor

STATE HEADQUARTERS

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STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

July 31, 1953

Hon. Frank M. Jordan
Secretary of State
Room 117, State Capitol
Sacramento, California

ADDRESS REPLY TO:
616 K. Street
Sacramento 14

Dear Mr. Jordan:

Attached are three copies of regulations which will be issued by the State Department of Social Welfare.

DEPARTMENT BULLETIN NO. 497 (Merit System)

These regulations were adopted by the State Social Welfare Board on July 24, 1953, pursuant to the powers conferred upon it by the Welfare and Institutions Code under Sections 103, 103.5, 114(b), and 119.5 and are being filed in accordance with Section 11380 of the Government Code.

Very sincerely yours,

Charles I. Schottland
Charles I. Schottland
Director

Attachments

FILED

In the Office of the Secretary of State
of the State of California

JUL 31 1953

At 305 P. M.

FRANK M. JORDAN, Secretary of State

By *John G. Smith*
Assistant Secretary of State

New Class Specifications - Investigator

Early in 1952 a meeting of the Merit System Advisory Committee was held to discuss a proposed new classification for Investigator. The staff requested information from various county welfare departments regarding the use of such a class. In June, 1952, one welfare department established such a position. It then became necessary that a new class specification be developed and approved to insure that all positions in the Merit System were covered by the classification plan.

A proposed class specification was presented to the Merit System Advisory Committee in May, 1953, several suggestions were made by the Advisory Committee, and these recommendations have been included in the final draft of the proposed class specifications for Investigator.

The department recommends the adoption of this class specification by the State Social Welfare Board.

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

616 K STREET
SACRAMENTO 14

August 3, 1953

DEPARTMENT BULLETIN 497 (MERIT SYSTEM) PROPOSED

TO: COUNTY WELFARE DIRECTORS

(Excluding Alameda, Contra Costa,
Fresno, Los Angeles, San Bernardino,
Sacramento, San Diego, San Francisco,
San Mateo, Santa Clara, and Ventura
counties)

Subject: New Class Specification,
Investigator

Effective ^{September} August 1, 1953, a new class specification, Investigator, will be added to the classification plan. A copy of the class specification is attached. The salary schedule approved for this class is:

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
238	252	266	281	297	314	332	351	371	392	415	439	464	491

The class of Investigator is a special class not previously used under the County Merit System plan. The new class is not to be used in place of the appropriate social work classes which have as their primary function the determination of eligibility for public assistance. Typical duties to be performed in this class are to act as liaison officer between the county welfare department and the district attorney's office, but in all instances, the Investigator will be an employee of the county welfare department staff.

Counties contemplating the use of this class are urged to discuss the establishment of the position with their field representatives or the Personnel Division of the State Department of Social Welfare.

Very sincerely yours,

Charles I. Schottland
Director

FILED

in the Office of the Secretary of State
of the State of California

Attachment

JUL 31 1953

At 305 P M.

FRANK M. JORDAN, Secretary of State

By *[Signature]*
Assistant Secretary of State

Knowledges:

1. Wide knowledge of investigation techniques and procedures.
2. Wide knowledge of the principles of identification, preservation and presentation of evidence.
3. Wide knowledge of the sources of information used in locating persons.
4. Wide knowledge of the legal rights of citizens.
5. General knowledge of the rules of evidence and of court procedure.
6. General knowledge of commercial and property laws and credit transactions and legal procedure to enforce payment of funds due the county.
7. General knowledge of financial record keeping.

Ability:

1. To learn, interpret, and apply provisions of the welfare laws applicable to investigations.
2. To conduct investigations relating to suspected fraudulent receipt of aid.
3. To obtain information and evidence by observation, record examination, and interview.
4. To analyze and evaluate the statements of witnesses or suspected violators.
5. To secure and present evidence in oral or written form.
6. To negotiate for and secure payment of funds fraudulently obtained or funds for support of recipients of aid.
7. To keep simple financial records of payments collected.
8. To deal with citizens and public officials under conditions requiring tact and good judgment.
9. To analyze situations accurately, to think and act quickly in emergencies, and to adopt an effective course of action.
10. To prepare correspondence and reports.
11. To operate an automobile.

Personal Characteristics:

Willingness to work irregular hours and overtime in various locations throughout the county; integrity; initiative; resourcefulness; tact; thoroughness; good judgment; good memory for names, faces, and incidents; keenness of observation; neat personal appearance; good health; and freedom from disabling defects.

California County
Merit System
Class Specification

Effective: ^{September} August 1, 1953

INVESTIGATOR

Definition:

Under direction to make investigations relating to suspected fraudulent receipt of aid; to locate and interview persons; to obtain and present facts and evidence to support administrative action or prosecution; to negotiate for and secure repayment of funds fraudulently obtained; and to do other work as required.

Typical Tasks:

Makes investigations of suspected fraudulent receipt of aid; locates and interviews suspected persons, absent parents, and witnesses and analyzes and evaluates their testimony; examines a variety of records to secure information concerning suspected violations; contacts and interviews individuals and representatives of business or governmental organizations; gathers, assembles, preserves, and reports facts, statements, or affidavits and other evidence for use in legal action; interprets and explains the provisions of laws, rules or regulations related to the purpose of the investigation; makes arrangements for the repayment of funds fraudulently obtained and follows up to enforce actions for collection of such funds; arranges for and obtains support payments from responsible persons; accounts for collected funds; on assignment acts in a liaison capacity between the welfare department and the District Attorney's office and County Counsel's office; prepares correspondence and reports.

Minimum Qualifications:

I

Education: Equivalent to graduation from college.

AND

Experience: One year of full-time paid experience in investigation work performing duties similar to those described under typical tasks.

OR II

Alternate Education and Experience Requirement:

- (1) Additional experience in investigation work may be substituted for college training on the basis of one year of such experience being equal to two years of college.
- (2) A Bachelor's Degree in Penology or Criminology, or graduation from law school, or active membership in the State Bar of California may be substituted for the required education and experience.

Certified as a Regulation (or as
Regulations) of the

Department of Social Welfare
(Name of State Agency)

C. J. Schoolcraft

(Signature)

Director
(Title)

8/7/53
(Date)

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Earl Warren
Governor

STATE HEADQUARTERS

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STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

August 7, 1953

ADDRESS REPLY TO:

616 K. Street
Sacramento 14

Hon. Frank M. Jordan
Secretary of State
Room 117, State Capitol
Sacramento, California

Dear Mr. Jordan:

Attached are three copies of regulations which will be issued by the State Department of Social Welfare with Aid to the Blind Manual Letter No. 22.

These regulations were adopted by the State Social Welfare Board on July 24, 1953, pursuant to the powers conferred upon it by the Welfare and Institutions Code under Sections 103, 103.6, and 114(b), and are being filed in accordance with Section 11380 of the Government Code.

These regulations are effective September 9, 1953.

Very sincerely yours,

Charles I. Schottland
Charles I. Schottland
Director

Attachments

FILED

in the Office of the Secretary of State
of the State of California

AUG 7- 1953

At 3 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By *John M. Jordan*
Assistant Secretary of State

Aid to the Blind - Restorations

HONORABLE CHARLES I. SCHOTTLAND, DIRECTOR OF THE STATE DEPARTMENT OF SOCIAL WELFARE, asks the opinion of this office as to whether sections 3078.3 and 3475 of the Welfare and Institutions Code requiring restoration of Aid to the Needy Blind and Aid to the Partially Self-Supporting Blind as of the first of the month following the request, apply to cases in which aid has been discontinued for any cause in one county of residence and later within one year aid is again requested by a person eligible therefor but in a different county of residence, and whether if such requests for aid in a new county of residence are governed by sections 3078.3 and 3475, which county has the responsibility for processing the request for restoration and for paying the aid.

Our conclusions are summarized as follows:

1. When Aid to the Needy Blind or Aid to the Partially Self-Supporting Blind has been canceled or discontinued for any cause in one county of residence and later on, within one year, aid is again requested by a person eligible therefor in a different county, the provisions of sections 3078.3 and 3475 govern. In such cases, aid should be restored not later than the first day of the month immediately following the date of such request for restoration and no new application should be required.

2. The determination as to which county has the responsibility of processing requests for restoration and for paying aid is one which may properly be left to the discretion of the State Department of Social Welfare.

The foregoing interpretation of W&IC 3078.3 and 3475 requires revisions to Aid to the Blind Manual Sections having to do with restoration of aid.

These revisions would effect a change in policy in so far as the recipient is concerned whose aid is discontinued, either before or after he changes county residence, since it would make applicable to such cases the regular restoration provision of the code section. Responsibility for restoration is placed on the second county and the status of the case in regard to residence will be determined in the usual way.

These revisions will have no appreciable impact on county administration since the number of cases will be so few. There will be no increase in county costs since the basis of financial participation is not changed.

Manual sections to which revision is proposed are:

B-115
B-120
B-150
B-322
B-367
B-624
B-651
B-703

(Rev.)

Detailed analysis of eligibility requirements is given in the appropriate chapters of the Manual. The general requirements for eligibility for ANB and APSB are shown in the following chart:

	ANB	APSB
Blindness	Visual acuity of 20/200 or less in the better eye, with the aid of the best possible correcting glass, OR Central visual acuity, if better than 20/200, shall be considered as blindness only when the peripheral field has contracted to such an extent that the widest diameter of the remaining visual field is not greater than 20 degrees.	Same
Age	16 years	Same
Residence		
1. County	No specified period	Same
2. State	If blindness occurred while not a resident of this state, residence of 5 years of the 9 years immediately preceding the date of application, with 1 year's residence immediately preceding date of application. If blindness occurred while a resident of this state, no prior residence required.	Same (a)
Remaining portions of this section not relevant to changes are omitted from the agenda.		

FILED

 in the Office of the Secretary of State
of the State of California

AUG 7- 1953

At

 FRANK M. JORDAN, Secretary of State
By *Edmund G. Sayet*
Assistant Secretary of State

(a) To conform to SB 492.

Application: A request for aid is considered an application when the Application, Form Bl 200, has been completed, signed by the applicant, acknowledged, and filed with the county.

Reapplication: A reapplication is a request for aid received by the county from or on behalf of a person (a) whose former application has been denied or has been voluntarily withdrawn, or (b) whose aid has been discontinued for a period of twelve months or more. A new application, Form Bl 200, is required for each reapplication except as provided in Sec. B-140, When Application is to Be Taken.

Restoration: A request for aid is considered a request for restoration if aid has been discontinued for a period less than twelve months.

(a)

(W&IC 3075, 3078.3, 3460, 3475; AGO 53/89)

(a) Revised to conform to W&IC 3078.3 and 3475, and AGO 53/89.

Any county which has a caseload of 250 or more recipients of ANB and APSB shall establish a special bureau to be devoted exclusively to the administration of Aid to the Blind, which shall be called the Bureau for the Blind.

The Bureau for the Blind shall consist of those employees whose activities are confined to the administration of Aid to the Blind.

The creation of separate caseloads for the blind recognizes the principle expressed in the Welfare and Institutions Code "that the needs of blind persons may be different from the needs of aged persons." (W&IC 3002) It is also a recognition of the basic objectives of the laws granting Aid to the Blind. These objectives require counseling and guidance toward a goal of self-support, encouragement in plans for rehabilitation, and assistance in making physical, social, and economic adjustments to blindness. They require an understanding of the total personality of the individual.

Every person administering Aid to the Blind shall endeavor at all times to perform his duties in such manner as to assist applicants for and recipients of Aid to the Blind to decrease or eliminate their dependency by means of more adequate physical, social, and economic adjustments. The number of recipients of Aid to the Blind for whom any one social worker has responsibility shall be sufficiently small to make possible an effective administration of Aid to the Blind, including the reduction or elimination of dependency whenever possible.

These objectives can more readily be achieved by means of separate and smaller caseloads. Smaller caseloads will facilitate individual concentration with a view of assisting the recipient to make maximum use of his potentialities in order to decrease or eliminate his dependency. Many factors, varying from county to county, influence the size of a caseload which would be feasible for effective administration. Caseloads shall be sufficiently small to permit full attainment of the purposes of the law granting Aid to the Blind.

The workers in the bureau shall confine their activities to Aid to the Blind except that such workers may also serve other members of the blind person's household who are applicants for or recipients of another category of aid. Similarly, while the workers in the Bureau for the Blind will usually serve all recipients of ANB and APSB, exception may be made if isolated geographical location, or the presence of recipients of other categories of aid in the same household, make such exceptions desirable in the interests of efficient and economical administration. If applications for Aid to the Blind are processed by a special intake unit, granted applications shall be transferred to the Bureau for the Blind and recipients of ANB and APSB shall be visited by a worker in the bureau within three months from the date aid begins.

Every effort should be made to employ properly trained and qualified blind persons to administer the Aid to the Blind laws.

(W&IC 3079.5)

(a) To conform to AB-1674.

If county residence is changed after an application has been signed or restoration requested, but prior to county action, the county in which the application or request for restoration was filed shall be responsible for completing the determination of eligibility and granting aid in the amount for which the applicant is eligible. Reimbursement shall be claimed on a non-county basis.

(a)-

The county granting the application shall make immediate arrangements for transfer of responsibility for payment of aid to the county in which the recipient established residence. The counties involved shall agree upon the date of discontinuance by the first county and the beginning date of aid in the second county. The second county shall assume responsibility for payment of aid on the earliest possible date and claim reimbursement on a non-county basis until one year of residence has been acquired (six months for one who became blind while a resident of the state). There shall be no lag or overlapping between the date of discontinuance by the first county and the beginning date of aid in the second county. (See Sec. B-322, Non-county Residence Procedure) (W&IC 7.1, 3042, 3075, 3078.3, 3432, 3460, 3475; AGO 53/89)

(b)-

(a) To conform to AGO 53/89.

(b) Clarification of present procedure.

(Rev.)

(a)

"Requests for aid" and "Requests for restoration of aid" may be made orally (in person or by telephone) or in writing.

a. A request for aid is made when the individual indicates that he is in need and asks for financial assistance. If he lacks sufficient information to be specific about the aid program for which he might qualify, the county shall provide the necessary information. The requirement for recording shall apply to telephone requests only when the individual specifies the aid program for which he wishes to apply.

b. A request for restoration of aid is made when the individual indicates that he is in need, and that he had previously received aid which had been discontinued less than twelve months prior to the date of the request for restoration.

(b)

c. A request for information is one which is unrelated to a specific request for aid. It is made without the individual indicating that he is in need. He may only desire to obtain information relative to the aid programs or points of agency policy. Such requests will usually be made by callers seeking information who are either (1) clearly not presumptive applicants, i.e., the general public, or (2) not willing to identify themselves. Note that a request for information may, in the course of an interview, develop into a request for aid.

(See Section B-175, County Card Files and Controls)

(a)

(W&IC 3075, 3078.3, 3460, 3475)

~~(a) Deletion -- moved to Section B-175.~~

~~(b) Revised to conform to W&IC 3078.3, 3475, and AGO 53/89.~~

The purpose of the APSB law is to provide a plan whereby blind persons may be encouraged to take advantage of and to enlarge their economic opportunities to the end that they may render themselves independent of public assistance and become entirely self-supporting. It is recognized that resources and income beyond the necessities of bare subsistence are required to achieve this objective. The law encourages the blind in their efforts to become self-supporting by allowing the retention of necessary income (See Sec. B-542, Exempt Income in APSB) and resources (See Sec. B-442, Personal Property Eligibility Requirements) by those showing a reasonable probability of being able and willing to undertake the acquisition of resources and income necessary for self-support.

The following two criteria should be applied in determining eligibility of an applicant or recipient:

1. A reasonably adequate plan which may lead to self-support.
2. A sincere and sustained effort to further that plan.

A. Evaluating the Adequacy of a Plan

Portions of this section not relevant to
changes are omitted from the agenda

Evaluation of a plan for self-support is often anticipatory in nature, particularly if the individual is embarking on a plan, the adequacy of which can only become apparent with the passage of time. However, re-evaluation of a current plan for self-support is usually slanted toward its success as shown by progress made toward achieving self-support. Experience has shown that even though originally a plan may have been subject to some question, the encouragement given the blind person often leads him to more satisfactory results than originally appeared possible. A recipient may wish to change his plan for self-support at any time. Therefore, when his effort seems to be ineffectual, or the plan inadequate, the worker can render a genuine service by re-exploring the entire situation with him. It frequently happens that the recipient himself, after trying one plan for self-support comes to the conclusion that another plan would be better for him, just as is true of sighted persons seeking to earn their living.

The amount of money earned by an individual is only one factor in determining adequacy of a plan. It is the probability of future earnings sufficient for self-support which is a more final determinant. When the amount of earnings inherent in a plan appears unlikely to be developed eventually to the level of self-support, such a plan would be open to question as to its adequacy. It is important to consider the length of time a plan has been in effect. The longer a plan has been going, the more carefully its adequacy should be evaluated, since APSB is primarily a rehabilitative program and is not designed to supplement indefinitely incomes of blind persons. However, a plan which requires a long period of preparation and training may be acceptable even though it may not produce immediate income, as for example, university training.

Remaining portions of this section not relevant to
changes are omitted from the agenda.

(Rev.)

Aid shall be granted and paid to all eligible persons within the minimum possible time after the application is signed. The county shall initiate immediately all actions known to be necessary to complete the investigation and shall pursue the investigation with diligence through and including determination of eligibility and delivery of payment to those eligible to receive it.

Completion of the investigation within the "minimum possible length of time" requires elimination of all unnecessary actions and unnecessary periods of inactivity in the investigation process. Under such circumstances it follows that the case in which the applicant is able to submit proof in support of his statement of eligibility or whose eligibility determination presents no complications can be processed in less time than the case which requires involved investigation.

Complicating factors which might necessitate a longer period of time to complete the investigation include: (1) delay in receipt of replies to requests for information from persons or agencies in another state or county; (2) involved real or personal property situations; (3) complications arising from medical or optometric reports on blindness, etc. In any event efforts directed toward establishing eligibility shall be continuing and without break during the entire investigation process.

The time involved to achieve prompt granting of aid to eligible persons is not related to the time limits established for the payment of retroactive aid on new applications.

(W&IC 103.3, 3081, 3082, 3472, 3474.5)

(a) Revised and clarified to conform to SB 808.

IMPERIAL COUNTY

Clarke, William A.
Jaquith, George

107 S. 5th St.
116 N. Plaza

El Centro
Brawley

INYO COUNTY

Bambauer, L.S.

500 W. Lime St.

Bishop

KERN COUNTY

Baisinger, L.F.
Lange, Harry W.
McKee, Keith S.
Nelson, Donald G.
Siemon, Glenn

2010-17th St.
1629 Truxton Ave.
1706 Chester Ave.
1631-17th St.
2014-17th St.

Bakersfield
Bakersfield
Bakersfield
Bakersfield
Bakersfield

KINGS COUNTY

Bassett, Alberta R.

Van Sicklen Bldg.
208 N. Douty

Hanford

LAKE COUNTY

Beil, M. Clemens

Upper Lake

LOS ANGELES COUNTY

Abraham, R.A.
Abraham, Samuel V.
Albaugh, C.H.
Albaugh, Kathryn
Allison, Ray L.
Appelbaum, Alfred
Appleby, Ruth
Armstrong, Richard C.
Baker, Philip H.
Balding, Grant
Balding, Willard V.
Baraff, Albert A.
Behrens, Herbert C.
Beigelman, M.N.
Bell, Nelson C.
Brandenburg, Kenneth C.
Brownsberger, Sidney
Casserly, George B.
Chamberlain, Calvin B.
Christensen, Eugene L.
Cooley, Arthur D.
Davidson, Bernard
Dayton, Glenn O., Jr.
De la Reina, Solomon
Dow, Julian N.
Ellis, O.H.

1245 Glendon Ave.
6363 Wilshire Blvd.
727 W. 7th St.
727 W. 7th St.
6253 Hollywood Blvd.
5905 Pacific Blvd.
2200 Santa Monica Blvd.
595 E. Colorado St.
307 N. Locust St.
101 S. Madison St.
101 S. Madison St.
1680 N. Vine St.
226 N. Greenleaf Ave.
1930 Wilshire Blvd.
1708 N. Garey St.
110 Pine Ave.
727 W. 7th St.
639 W. 9th St.
174 Nemaha St.
727 W. 7th St.
601 W. 9th St.
14435 Hamlin St.
1052 W. 6th St.
224 Rosecrans Ave.
9730 Wilshire Blvd.
523 W. 6th St.
Pacific Mutual Bldg. #925

West Los Angeles
Los Angeles
Los Angeles
Los Angeles
Hollywood
Huntington Park
Santa Monica
Pasadena
Inglewood
Pasadena
Pasadena
Pasadena
Hollywood
Whittier
Los Angeles
Pomona
Long Beach
Los Angeles
San Pedro
Pomona
Los Angeles
San Pedro
Van Nuys
Los Angeles
Manhattan Beach
Beverly Hills
Los Angeles

(a) List being brought up to date

B-282 LIST OF AUTHORIZED PHYSICIANS FOR EYE EXAMINATIONS
(Rev.)

ALAMEDA COUNTY

Capus, Bertram	483-30th St. (Also in Contra Costa County)
DeVaul, Charles H.	1624 Franklin St.
Dickson, Owen C.	2320 Channing Way
Drescher, Edward P.	2320 Channing Way
Gump, Millard E.	411-30th St.
Gunderson, Ernest O.	2140 Shattuck Ave.
Hessing, Ernest E.	483-30th St.
Hirst, William R.	2241 Central Ave.
Howell, Homer P.	3022 E. 14th St.
Magrath, William A.S.	411-30th St.
Padden, E.H.	1624 Franklin St.
Schnoor, Thomas G.	400-29th St.
Sharpsteen, Jay Randolph	426-17th St.
Steinmetz, Arthur	1237 B St.
Steinmetz, John R.	109 E. 14th St.
Stephens, B.M.	2241 Central Ave.
Stephens, Stuart B.	2241 Central Ave.
Wortham, Edwin	215 Estudillo Ave.

Oakland
Oakland
Berkeley
Berkeley
Oakland
Berkeley
Oakland
Alameda
Oakland
Oakland
Oakland
Oakland
Oakland
Hayward
San Leandro
Alameda
Alameda
San Leandro

BUTTE COUNTY

Alexander, J.H.	111 W. 2nd St.
Bethel, Robert D.	1453 Downer St.
Chiapella, Karl J.	184 E. 5th St.
Plumb, C.E.	310 Main St.

Chico
Oroville
Chico
Chico

CONTRA COSTA COUNTY

Capus, Bertram	427-10th St. (Also in Alameda County)
Gallaher, John A.	1806 Bonanza
Harmon, Robert J.P.	314-10th St.
Hartford, John J.	219 Broadway
Keppen, Ford F.	314-10th St.

Richmond
Walnut Creek
Richmond
Richmond
Richmond

FRESNO COUNTY

Awtrey, Hugh	533 Patterson Bldg.
Grayman, Harry M.	2900 Fresno St. Bldg.
Hunt, Wayne Alvin	1157 Fulton St.
Rubin, Milton R.	2014 Tulare St.
Snow, Virgil Q.	2942 Fresno St.
Steinberg, Theodore	719 Patterson Bldg.
Trowbridge, Dwight H.	2900 Fresno St. Bldg.
Whitten, R. H.	2900 Fresno St. Bldg.

Fresno
Fresno
Fresno
Fresno
Fresno
Fresno
Fresno
Fresno

HUMBOLDT COUNTY

Hoilien, Maurice J.	431 F St.
Iverson, Herman A.	507 F St.

Eureka
Eureka

LCS ANGELES (Continued)

Penn, Sidney W.	1959 Pacific Ave.	Long Beach
Pilger, Irvin S.	3611 Century Blvd.	Lynwood
Pollock, Franklyn J.	5720 Wilshire Blvd.	Los Angeles
Popovich, Stephen J.	1930 Wilshire Blvd.	Los Angeles
Ravdin, Emile	4036 Wilshire Blvd.	Los Angeles
Reed, Paul H.	727 W. 7th St.	Los Angeles
Reynolds, Frederick G.	6333 Wilshire Blvd.	Los Angeles
Robbins, Alfred R.	1930 Wilshire Blvd.	Los Angeles
Roberts, James E.	727 W. 7th St.	Los Angeles
Roberts, Jay G.	1708 N. Garey Ave.	Pomona
Roberts, Walter L.	727 W. 7th St.	Los Angeles
Rodin, Max	6222 Wilshire Blvd.	Los Angeles
Rogers, John Brady	1401 S. Hope St.	Los Angeles
Ross, B. Cecelia	1318-2nd St.	Santa Monica
	133 S. Lasky Dr.	Beverly Hills
Rudens, Maurice C.	6423 Wilshire Blvd.	Los Angeles
Schillinger, Robert J.	727 W. 7th St., #1231	Los Angeles
Schuman, Irving	10750 Washington Blvd.	Culver City
Schwartz, Leo H.	405 N. Bedford Dr.	Beverly Hills
Scovis, I. John	445 S. Santa Fe Ave.	Compton
Seech, Stephen G.	628 S. San Vicente Blvd.	Los Angeles
Shanedling, Phillip D.	6317 Wilshire Blvd.	Los Angeles
Simons, Edward J.	405 N. Bedford Dr.	Beverly Hills
Sitney, Julian J.	6363 Wilshire Blvd.	Los Angeles
Smith, Dennis V.	110 Pine Ave.	Long Beach
Smith, Harry A.	226 N. Greenleaf Ave.	Whittier
Smith, W. Burr	727 W. 7th St.	Los Angeles
Snow, Harold L.	639 W. 9th St.	San Pedro
Sommers, I.G.	1815 W. 6th St.	Los Angeles
Southgate, Paul T.	117 E. 8th St.	Long Beach
Speaker, Other	586 N. Main St.	Pomona
Steckler, M.I.	2007 Wilshire Blvd.	Los Angeles
Stern, Sidney G.	5375 Village Road	Long Beach
Struble, Gilbert C.	9730 Wilshire Blvd.	Beverly Hills
Thornburgh, Robert G.	117 E. 8th St.	Long Beach
Van Riesen, Milton H.	229 N. Central	Glendale
Weeks, Carrol L.	1930 Wilshire Blvd.	Los Angeles
Weiss, Herman	6222 Wilshire Blvd.	Los Angeles
Whalman, Harold F.	727 W. 7th St.	Los Angeles
Wilson, Clinton A.	3875 Wilshire Blvd.	Los Angeles
Wilson, Warren A.	1930 Wilshire Blvd.	Los Angeles
	9730 Wilshire Blvd.	Beverly Hills
Wissner, Ulrich C.	1401 S. Hope St.	Los Angeles
	3000 E. Olympic Blvd.	Los Angeles
Wright, Edwin S.	10747 Riverside Dr.	North Hollywood
Zankan, Leo	2007 Wilshire Blvd.	Los Angeles
Ziskin, Daniel E.	6317 Wilshire Blvd.	Los Angeles
Zugsmith, George S.	529 W. 8th St.	San Pedro

MARIN COUNTY

Denicke, Ernest W.	1010 B St.	San Rafael
Furlong, Robert M.	1010 B St.	San Rafael
McBain, E. H.	1010 B St.	San Rafael
*McKenna, John F.	711 D St.	San Rafael
Smith, Taylor	711 D St.	San Rafael

LOS ANGELES COUNTY (Continued)

Endres, William J.	523 W. 6th St.	Los Angeles
Faier, Herman I.	9730 Wilshire Blvd.	Beverly Hills
Falk, Sidney M.	117 E. Valley Blvd.	El Monte
Faust, Joseph M.	9730 Wilshire Blvd.	Beverly Hills
Feldman, A. William	7705 Seville Ave.	Huntington Park
Fields, H. Maxwell	405 N. Bedford Dr.	Beverly Hills
Fields, Jack	4418 Vineland	North Hollywood
*Funk, Harold A.	6525 Whittier Blvd.	Los Angeles
Godwin, Edmund D.	801 Professional Bldg.	Long Beach
Goff, John L.	320 Wilshire Blvd.	Santa Monica
Goodman, Sanders A.	724 S. Victory Blvd.	Burbank
Gorrilla, Laurence Vincent	2615 E. Walnut St.	Huntington Park
Gunzburg, Julian	193 N. Robertson	Beverly Hills
Hale, Channing W.	174 Nemaha	Pomona
Harper, Lamar B.	1405 San Marino Ave.	San Marino
Hartman, Dean C.	1136 W. 6th St.	Los Angeles
Harwood, David M.	2969 E. Florence Ave.	Huntington Park
Harwood, Samuel C.	514 E. Kelso St.	Inglewood
Hauck, Dale L.	453 S. Soto St.	Los Angeles
Hillyer, Ernest C.	1033 Gayley Ave.	Los Angeles
Holtz, Marvin J.	211 Cherry Ave.	Long Beach
	610 S. St. Louis	Los Angeles
Johnson, Ernest D.	330 N. Garfield	Alhambra
Kahn, Paul, Jr.	1930 Wilshire Blvd.	Los Angeles
	265 E. Orange Grove Ave.	Burbank
Kambara, George K.	322 E. 1st St.	Los Angeles
Kaplan, Harry E.	3404 W. Beverly Blvd.	Montebello
Kelson, Ralph H.	353 E. Manchester Blvd.	Inglewood
Kinney, J.G.	1137-2nd St.	Santa Monica
Klages, Ralph F.	416 S. Brand Blvd.	Glendale
Kratz, Richard P.	6356½ Van Nuys Blvd.	Van Nuys
Landegger, George P.	3875 Wilshire, Suite 900	Los Angeles
Lazich, B.M.	1019 Gayley Ave.	Los Angeles
LeBow, Erwin E.	436 N. Roxbury Dr.	Beverly Hills
Lifschutz, Jacob	105 N. San Vicente Blvd.	Beverly Hills
Lindeke, Harold I.	1930 Wilshire Blvd.	Los Angeles
Ludmerer, Sol	117 E. 8th St.	Long Beach
McBride, June P.	1052 W. 6th St.	Los Angeles
McCormick, William A.	234½ S. 1st Ave.	Arcadia
McCoy, Carroll A.	1122 N. Brand Blvd.	Glendale
McKellar, James H.	111 N. Hudson Ave.	Pasadena
Merkel, Emil E.	720 N. Brand Blvd.	Glendale
Middleton, J. Myron	6515 Wilshire Blvd.	Los Angeles
Miller, Nathan H.	4334 Leimert Blvd.	Los Angeles
Mills, Lloyd H., Jr.	609 S. Grand Ave.	Los Angeles
Monaco, Louis	727 W. 7th St.	Los Angeles
Montross, Henry E.	2814 N. Eastern Ave., El Sereno	Los Angeles
Morris, Samuel A.	6381 Hollywood Blvd.	Hollywood
Nees, O.R.	508 Times Bldg.	Long Beach
Nesburn, Henry R.	632 S. San Vicente	Los Angeles
Norene, Robert A.	727 W. 7th St.	Los Angeles
Nugent, Maurice W.	2007 Wilshire Blvd.	Los Angeles
Olkon, Dora B.	8057 Beverly Blvd.	Los Angeles

(a)

(a) List being brought up to date

SAN BERNARDINO COUNTY

George, A. R.	291 E St.	San Bernardino
George, Lewis C.	291 E St.	San Bernardino
Hadley, Carl M.	Platt Bldg.	San Bernardino
Hooval, John H.	124 E. "F" St.	Ontario
Hull, Frederick H.	1348 D St.	San Bernardino
Moose, Ray M.	575-5th St.	San Bernardino
Olenick, Everett	1135 D St.	San Bernardino
Preston, Helen E.	726-6th St.	Victorville
Prough, Wendell A.	326 N. Laurel Ave.	Ontario
Quinn, W.R.	33 E. Vine St.	Redlands
Smith, John J.		Twenty-nine <i>Palme</i>
Witter, Gordon L.	2 W. Fern Ave.	Redlands

SAN DIEGO COUNTY

Berends, E.D.	625 Broadway	San Diego
Blodget, Rush M.	7809 Herschel Ave.	La Jolla
Bloomenthal, John	906 Medico-Dental Bldg.	San Diego
Bond, Floyd M.	Bank of America Bldg.	San Diego
Jaquette, Mary C.	4752 Palm Ave.	La Mesa
Kilgore, George L.	3315-4th Ave.	San Diego
Koke, Martin P.	Medico-Dental Bldg.	San Diego
Lauren, George P.	205 Medico-Dental Bldg.	San Diego
Lucic, Hugo	Medico-Dental Bldg.	San Diego
Merrill, H.G.	3251-4th Ave.	San Diego
Merrill, H. Ross	3251-4th Ave.	San Diego
Merwin, T.K.	302 Medico-Dental Bldg.	San Diego
Power, John L.	233 A St.	San Diego
	2001-4th Ave.	San Diego
	Rees-Stealy Clinic	
Ravin, Oscar G.	233 A St.	San Diego
Root, A.B.	1006 Medico-Dental Bldg.	San Diego
Rowland, Alan L.	Bank of America Bldg.	San Diego
Smith, Alma C.	71 San Miguel Dr.	Chula Vista

SAN FRANCISCO COUNTY

Bettman, Jerome W.	2400 Clay St.	San Francisco
Blak, Einar V.	1801 Bush St.	San Francisco
Borley, William E.	655 Sutter St.	San Francisco
Boyle, S.F.	490 Post St.	San Francisco
Brinckerhoff, Albert J.	490 Post St.	San Francisco
Campion, George S.	490 Post St.	San Francisco
Carman, Henry F.	60 Vicente St.	San Francisco
Dickey, Clifford Allen	450 Sutter St.	San Francisco
Edgerton, Ambrose Earl	450 Sutter St.	San Francisco
Eissler, Rolf	2107 Van Ness Ave.	San Francisco
Fine, Max	655 Sutter St.	San Francisco
Goodwin, Rufus C.	2000 Van Ness Ave.	San Francisco
Hall, Thomas G.	516 Sutter St.	San Francisco
Harrington, David O.	384 Post St.	San Francisco
Harrington, John T.	450 Sutter St.	San Francisco
Hicks, Avery	490 Post St.	San Francisco
Hogan, Michael J.	450 Sutter St.	San Francisco

(a) List being brought up to date.

MERCED COUNTY

McDowell, B.E.

205 Bank of America Bldg.

Merced

MONTEREY COUNTY

Clark, Howard E.

576 Hartnell St.

Monterey

Dong, Emma O.

901 Padre Dr.

Salinas

Glasgow, Stanley C.

600 S. Main St.

Salinas

Griess, R.O.

8 E. Alisal St.

Salinas

Messier, Paul

Professional Bldg.

Monterey

NAPA COUNTY

Hunt, Carson E.

2107 Jefferson St.

Napa

NEVADA COUNTY

Powell, Barton J.

224 S. Church St.

Grass Valley

ORANGE COUNTY

Calvy, William J.

117 N. Claudina St.

Anaheim

Currey, Hiram M.

311 S. Main St.

Santa Ana

Edgar, Erwood G.

9926 Garden Grove Blvd.

Garden Grove

Elliott, Arthur C.

620 N. Los Angeles St.

Anaheim

Francis, Raymond T.

1424 N. Broadway

Santa Ana

Johnston, S. Theron

801 French St.

Santa Ana

Maxwell, H. C.

1718 N. Main St.

Santa Ana

Miller, Wallace J.

1415 Coast Blvd.

Corona Del Mar

Sellon, George I.

213 N. Pomona Ave.

Fullerton

Tirico, Joseph G.

206 W. 4th St.

Santa Ana

PLACER COUNTY

Miller, William M.

320 Aeolia Dr.

Auburn

RIVERSIDE COUNTY

Berke, Samuel D.

Plaza Hotel Bldg.

Indio

Chapman, Vernon A.

Palm Springs

Crawford, Walter J.

3910 Market St.

Riverside

Garrison, B.E.

5019 Sierra St.

Riverside

Harner, Clyde E.

27 S. 1st St.

Banning

Stone, Vean M.

3616 Main St.

Riverside

SACRAMENTO COUNTY

Berg, John A.

Medico-Dental Bldg.

Sacramento

Fritsch, Ulrich A.

Medico-Dental Bldg.

Sacramento

Gray, John E.

2901 Capitol Ave.

Sacramento

Holstein, Theodore

2912 Capitol Ave.

Sacramento

Kelsey, T.W.

Forum Bldg.

Sacramento

Wagner, Alfred W.

2615 Eye St.

Sacramento

Zeman, Theodore

1217-30th St.

Sacramento

(a) List being brought up to date

SANTA CLARA COUNTY (Continued)

Liebenberg, Henry S.
 Martin, Paul T.
 Overmyer, Jay W.
 Parisi, Peter J.
 Reinhardt, Paul H.
 Rosehill, David B.
 Smith, H. Gordon
 Tanner, O.R.
 Thygeson, Phillips
 Walsh, Alton

123 S. 3rd St.
 910 Medico-Dental Bldg.
 260 Vine St.
 12 S. 15th St.
 300 Homer Ave.
 48 E. Santa Clara St.
 261 Hamilton Ave.
 300 Homer Ave.
 220 Meridian Road
 311 S. 1st St.

San Jose
 San Jose
 San Jose
 San Jose
 Palo Alto
 San Jose
 Palo Alto
 Palo Alto
 San Jose
 San Jose

SANTA CRUZ COUNTY

Bivins, Thomas E.
 Culver, James E.
 Hombach, Leo J.
 Shenk, Frederick P.
 Spencer, James A.

526 Soquel Ave.
 135 Montevista Ave.
 345 Church St.
 Medico-Dental Bldg.
 135 Montevista Ave.

Santa Cruz
 Watsonville
 Santa Cruz
 Santa Cruz
 Watsonville

SHASTA COUNTY

Kay, G. Leslie
 Otten, Alex J.

1542 Market St.
 2124 Market St.

Redding
 Redding

SOLANO COUNTY

Green, John W.
 Johnson, Malcolm
 Marchand, D.C.
 Marquette, M.L.

1727 Sonoma Blvd.
 1004 Marin St.
 1727 Sonoma Blvd.
 1727 Sonoma Blvd.

Vallejo
 Vallejo
 Vallejo
 Vallejo

SONOMA COUNTY

Aiken, Samuel D.
 Dick, Noble
 Every, Herbert M.
 O'Connor, C. Addison
 Patterson, Gilbert L.
 Sannella, Lee S.
 Spear, J. Leslie

Montgomery Drive
 618-4th St.
 600 B St.
 433 Humboldt St.
 1116 Mendocino Ave.
 200-4th St.
 576 B St.

Santa Rosa
 Santa Rosa
 Santa Rosa
 Santa Rosa
 Santa Rosa
 Petaluma
 Santa Rosa

STANISLAUS COUNTY

Barr, J.H.
 Porter, James A.

1409 H St.
 1024 J St.

Modesto
 Modesto

TEHAMA COUNTY

Frey, Russell G.

737 Washington St.

Red Bluff

TULARE COUNTY

Keiper, George F.

113 N. Church St.

Visalia

SAN FRANCISCO COUNTY (Continued)

Hosford, George N. 450 Sutter St.
 Jakobovits, Rafael 655 Sutter St.
 Kadesky, David 1801 Bush St.
 Lachman, George S. 450 Sutter St.
 Miller, Miriam 350 Post St.
 Mohr, Selby 450 Sutter St.
 Pischel, Dohrmann K. 490 Post St.
 *Ridgway, William L. 490 Post St.
 Rodin, Frank H. 490 Post St.
 Sarraill, Jean A. 450 Sutter St.
 Shaffer, Robert N. 490 Post St.
 Smith, Joseph G. 450 Sutter St., Room 1918
 Tesauro, Nicholas 384 Post St., Room 901

San Francisco
 San Francisco
 San Francisco
 San Francisco
 San Francisco
 San Francisco
 San Francisco
 San Francisco
 San Francisco
 San Francisco
 San Francisco
 San Francisco
 San Francisco
 San Francisco
 San Francisco

SAN JOAQUIN COUNTY

Broadus, C.A. 242 N. Sutter St.
 Brody, Yale 127 E. Acacia St.
 Plageman, William H. 242 N. Sutter St.
 Powell, Dewey R. Medico-Dental Bldg.
 Powell, James R. Medico-Dental Bldg.
 Saslaw, Lewis B. 343 E. Main St.
 Sergis, Mobshy 127 E. Acacia St.
 Tipshus, Alfons F. 242 N. Sutter St.

Stockton
 Stockton
 Stockton
 Stockton
 Stockton
 Stockton
 Stockton
 Stockton

SAN LUIS OBISPO COUNTY

Beresky, Tibor 1170 Marsh St.
 Kundert, Karl Frederick 1114 Marsh St.

San Luis Obispo
 San Luis Obispo

SAN MATEO COUNTY

Denny, Lorin W. 205-3rd Ave.
 Drucker, Arnold P. 406 N. San Mateo Dr.
 Murphy, William H. 205-3rd Ave.
 Sharpe, Otis Allen 251 Park Road
 Sherwood, Robert O. 115 St. Matthews Ave.
 Westsmith, Richard A. 30 S. El Camino Real

San Mateo
 San Mateo
 San Mateo
 Burlingame
 San Mateo
 San Mateo

SANTA BARBARA COUNTY

Campbell, J. Gary 1525 State St.
 Gibb, W. Blake 1515 State St.
 Gifford, B.L. 317 W. Pueblo St.
 Hombach, Frank J. 19 W. Micheltorena St.
 Mesirow, Maurice E. 117 E. Cook St.
 Richards, John M. 1534 State St.
 von Zelinski, W.F. 22 W. Islay St.

Santa Barbara
 Santa Barbara
 Santa Barbara
 Santa Barbara
 Santa Maria
 Santa Barbara
 Santa Barbara

SANTA CLARA COUNTY

Beard, Crowell St. Claire Bldg.
 Cassell, Irving St. Claire Bldg.
 Lee, Dorothea 310 Medico-Dental Bldg.

San Jose
 San Jose
 San Jose

(a) List being brought up to date

VENTURA COUNTY

Cavins, Carl S.
Howarth, E.M.
Morrison, A.A.
Stansbury, John R.

804 W. 5th St.
705 Main St.
34 N. Ash St.
34 N. Ash St.

Oxnard
Santa Paula
Ventura
Ventura

YUBA COUNTY

Berry, Frank D.
Hodgin, Robert I.
Montano, Rocco

725 4th St.
603 D St.
316 G St.

Marysville
Marysville
Marysville

OTHER STATES

Cope, Beverly A.
Emmens, Thomas H.
Magee, George R.
Moulton, Olin C.

301 Fluhrer Bldg.
15 E. 1st St.
Medico-Dental Bldg.

Ashland, Oregon
Medford, Oregon
Reno, Nevada
Reno, Nevada

(a)

(W&IC 3075, 3083, 3460, 3471)

*Ophthalmologists who are temporarily serving in the Armed Forces.

Except as determination of eligibility relates to residence, applications and restorations involving non-county aid are handled in exactly the same manner as those in which the county participates in the payment of aid. (See Sec. B-703, Transfer of Aid Procedures)

(a)

The county shall determine when aid is to be paid on a non-county basis by obtaining the following:

1. Evidence of applicant's state residence. One completed Affidavit of Residence, Form Bl 221, if available; otherwise other suitable evidence. (See Sec. B-328, Verification of State Residence)
2. Applicant's Affidavit of Intent As to Residence, Form AB 204.
3. Verification of date applicant established residence in present county.
4. Verification of date residence in county of application was lost, if applicant formerly had residence in present county.

Form AB 204 shall be completed for every application and restoration recommended for non-county aid. Ordinarily the form is completed at the time the application is signed or the restoration requested. If the applicant establishes residence in another county after an application or request for restoration has been filed but before the county has acted upon it, the Form AB 204 is completed after residence in the second county has been established.

(a)

The applicant certifies to the date on which he came to the county and the date on which by intent he established residence therein. He also reports as accurately as possible his whereabouts for the past three years immediately preceding the date of application and reason for each removal. If this report shows that the applicant formerly lived in the county in which the application is made, determination shall be made as to whether this residence has been lost. There may be instances when the history of the applicant's residence over a longer period must be secured but, generally, a record of his whereabouts for the past three years is sufficient.

The county in which the applicant is actually living shall accept the application or request for restoration for the county of residence and shall without delay, submit the signed application, or a statement of the request for restoration, together with all available and pertinent information, to that county. The county of residence shall complete the determination of eligibility. (For exception see Sec. B-160, Application of Patient on Leave from State Hospital) (For restoration see Sec. B-651, Restoration of Aid)

(a)

If a county in which an applicant is living accepts an application or request for restoration and grants aid, the SDSW will reimburse on a joint basis until county responsibility or non-county status is determined. If this determination has been made, the SDSW will make the proper reimbursement adjustment. (W&IC 7.1, 3040, 3041, 3042, 3042.10, 3075, 3078.3, 3090, 3430, 3431, 3432, 3433, 3450, 3460, 3475; AGO 53/89)

(a)

If non-county status is determined the county should make the proper reimbursement adjustment on a current claim using Form AB 816, Schedule of Adjustments. The reason for the adjustment shall be included in the space provided on the form to support the charge to (a) Revised to conform to W&IC 3078.3, 3475, and AGO 53/89. state funds.

The eligibility requirements for residence for applicants fall into two classifications:

1. A person who became blind while not a resident of California must reside in this state and have so resided continuously for at least one year immediately preceding the date of his application, and for a total of five years within the nine years immediately preceding the date of application.
2. A person who became blind while a resident of California must reside in this state at the time of his application. No specific length of prior residence is required.

An applicant for ANB or APSB who became blind while visiting, without intent of residing in California, would not be considered to have become blind while a resident of this state.
(W&IC 3040, 3042, 3043, 3075, 3090, 3090.5, 3430, 3431.1, 3432, 3451, 3460)

(a) To conform to SB 492.

B-367 REAPPLICATION OR REQUEST FOR RESTORATION BY FORMER RECIPIENT B-367
(Rev.) WHO RETAINED STATE RESIDENCE

(a)

A former recipient whose aid has been discontinued for cause during absence from the state, but who has retained California residence by intent, would not be considered to have interrupted his California residence, and aid may begin immediately upon physical return to the state if he is otherwise eligible.

Return to County Other Than County of Residence

If the former recipient who has been physically absent from the state but has retained legal residence in California, returns to a county other than that of residence, his application or request for restoration shall be taken by the second county. (See Secs. B-651, Restoration of Aid and B-322, Non-County Residence Procedure.)

(a)

Aid granted in the amount to which the applicant is eligible will be reimbursed in full by the state until the first day of the month following completion of one year's continuous county residence in a single county (six months in the case of applicants who became blind while California residents.) (W&IC 3040, 3042, 3043, 3075, 3078.3, 3430, 3431, 3432, 3460, 3475; AGO 53/89)

~~(a) Revised to conform to W&IC 3078.3, 3475, and AGO 53/89.~~

~~(Rev.)~~

A person who removed to another state or country with the intention of establishing residence there loses California residence immediately, even though he may intend to return to California at some future date. California residence is lost at the moment that, by act and intent, he begins residence elsewhere. Only by union of act and intent can California residence again be established.

Aid shall be discontinued as of the last day of month of departure, or of month in which residence is lost by coincidence of act and intent.

If investigation reveals that a person who has been absent for purposes of employment, or for any other cause, had established a residence in another state, or country, his California residence for the period in question would be lost regardless of the length of absence.

If such a period of absence with intent to establish residence in another state or country occurred within the year prior to application, it is necessary for applicants who became blind while not California residents, to complete one full year of residence subsequent to re-establishment of residence in this state and prior to application before aid may be granted. (See Sec. B-331, How Residence is Gained.)

~~(a)~~~~(a)~~

(W&IC 3075, 3460)

~~(a) Deletion to conform to SB 492.~~

Should the relative submit additional information regarding his financial circumstances, the board of supervisors shall consider unusual circumstances in determining whether, or for what amount, the relative appears liable. Among the circumstances reported by the relative may be the expense to the relative of providing the applicant or recipient with free rent in a separate dwelling, apartment, etc. The value of such contribution in kind may not exceed \$15 insofar as the recipient is concerned. (See Sec. B-544) However, by providing free rent to the recipient the relative may be foregoing income in a greater amount than the value placed on the contribution in kind to the recipient. In evaluating the amount of the relative's contribution under such circumstances, recognition shall be given to the rental income which the property would normally provide rather than the value to the recipient of the free rent provided. (a)

If the relative appears liable, either for the maximum amount specified in the Relatives' Contribution Scale, or for a lesser amount, as determined by the board of supervisors the relative shall be notified of his liability either by use of Form Bl-246 or by letter. If the relative appears to have no liability, the facts supporting this conclusion shall be recorded in the case record. (a)

If the county is unable to secure information regarding the pecuniary ability of the responsible relative to support, the applicant shall be interviewed on the following points:

1. His knowledge, if any, regarding the financial status of the responsible relative.
2. Date of applicant's last contact with the responsible relative.
3. Pertinent information concerning family relationships or attitudes that may prevent county from securing information from the responsible relative concerning his pecuniary ability to support.

All efforts made or procedures followed in determining pecuniary ability of responsible relatives or in securing support from responsible relatives shall be recorded in the case record.

(W&IC 3075, 3088, 3460, 3474)

(a) To conform to AB 624.

(New)-

The statutes provide that the following relatives of an applicant or recipient are legally responsible for his support if they are living in this state and are financially able to assume such support, either in whole or in part: husband or wife, parent, or adult child. The law authorizes (but does not require) the county to take recovery action against such relatives if financially able to make a contribution toward the support of the blind person.

(a)-

The granting or continued receipt of aid shall not be contingent upon the filing of signed statements by responsible relatives or upon recovery of aid. Aid shall be granted to qualified persons regardless of whether they have responsible relatives able, though not willing, to support or to contribute to the support of the person. (See Sec. B-584, Statement of Responsible Relative.)

(W&IC 3088, 3088.1, 3474, 3474.1)

B-582 DETERMINATION OF PECUNIARY ABILITY OF RESPONSIBLE RELATIVES B-582

(Rev.)

(b)-

The county shall determine the pecuniary ability of all legally responsible relatives (spouse, parent, or adult children) residing within California, except any such relatives who are receiving public assistance, to contribute to the support of the applicant or recipient. (See Sec. B-570, Contribution from Legally Responsible Relatives; Sec. B-546, Offer of Support as Income; Sec. B-234, Determination of Continuing Eligibility.)

The county shall make a determination of non-liability if the information given by the relative shows no liability for support and there is no conflicting information.

If the information given by the relative shows that he will contribute equal to, or more than, the amount specified by the Relatives' Contribution Scale, such contribution shall be considered as income to the recipient. The amount of the contribution shall be confirmed by a letter to the relative. (See ~~B-246~~^{B-546}, Offer of Support) ~~As Income~~

(b)-

The relative may state he will contribute less than his apparent liability, or that he will make no contribution. The county shall notify the relative by letter or Form Bl 246-A of the amount for which he appears liable to contribute; also, that if he believes he is unable to contribute the specified amount he may submit information regarding circumstances which he believes should be given consideration, such information to be submitted within a specified period, not to exceed 30 days.

(c)-

(c)-

- (a) New Section for clarity of manual arrangement.
- (b) Moved to B-580 for clarity in manual arrangement.
- (c) To conform to AB 624.

851 - 875 -----	135	115	105	95	85	75	65	55	45	35
876 - 900 -----	140	120	110	100	90	80	70	60	50	40
901 - 925 -----	145	125	115	105	95	85	75	65	55	45
926 - 950 -----	150	130	120	110	100	90	80	70	60	50
951 - 975 -----	155	135	125	115	105	95	85	75	65	55
976 - 1,000 ----	160	140	130	120	110	100	90	80	70	60
1,000-1,025 ----	165	145	135	125	115	105	95	85	75	65
1,026-1,050 ----	170	150	140	130	120	110	100	90	80	70
1,051-1,075 ----	175	155	145	135	125	115	105	95	85	75
1,076-1,100 ----	180	160	150	140	130	120	110	100	90	80
1,101-1,125 ----	185	165	155	145	135	125	115	105	95	85
1,126-1,150 ----	190	170	160	150	140	130	120	110	100	90
1,151-1,175 ----	195	175	165	155	145	135	125	115	105	95

For each additional \$25 net income over \$1,175 (Col. A) the maximum required monthly contribution is increased \$5 in each column under B and C.

(W&IC 3075, 3088, 3460, 3474)

New

The Relatives' Contribution Scale sets forth the maximum degree of liability for support of applicants for, or recipients of, aid according to the relative's net income and number of dependents. The county shall determine the relative's liability at the amount specified by the scale. However, if an amount less than that specified by the scale is warranted by the financial circumstances of the responsible relative the county board of supervisors shall fix the amount of the contribution. The Relatives' Contribution Scale is not applicable to the spouse of an applicant or recipient when the spouse's income represents the community income of the couple. (See Sec. B-538, Division of Income with Spouse)

For purposes of the Relatives' Contribution Scale, a dependent is defined as a person for whom the relative provides the major portion of support in or out of the home. Only one relative can claim any given person as a dependent.

A. Net monthly income of responsible relatives in family	B. Number of persons dependent upon income									
	1	2	3	4	5	6	7	8	9	10 and over

C. Maximum required monthly contributions										
200 or under----	0	0	0	0	0	0	0	0	0	0
201 - 225 -----	5	0	0	0	0	0	0	0	0	0
226 - 250 -----	10	0	0	0	0	0	0	0	0	0
251 - 275 -----	15	0	0	0	0	0	0	0	0	0
276 - 300 -----	20	0	0	0	0	0	0	0	0	0
301 - 325 -----	25	5	0	0	0	0	0	0	0	0
326 - 350 -----	30	10	0	0	0	0	0	0	0	0
351 - 375 -----	35	15	5	0	0	0	0	0	0	0
376 - 400 -----	40	20	10	0	0	0	0	0	0	0
401 - 425 -----	45	25	15	5	0	0	0	0	0	0
426 - 450 -----	50	30	20	10	0	0	0	0	0	0
451 - 475 -----	55	35	25	15	5	0	0	0	0	0
476 - 500 -----	60	40	30	20	10	0	0	0	0	0
501 - 525 -----	65	45	35	25	15	5	0	0	0	0
526 - 550 -----	70	50	40	30	20	10	0	0	0	0
551 - 575 -----	75	55	45	35	25	15	5	0	0	0
576 - 600 -----	80	60	50	40	30	20	10	0	0	0
601 - 625 -----	85	65	55	45	35	25	15	5	0	0
626 - 650 -----	90	70	60	50	40	30	20	10	0	0
651 - 675 -----	95	75	65	55	45	35	25	15	5	0
676 - 700 -----	100	80	70	60	50	40	30	20	10	0
701 - 725 -----	105	85	75	65	55	45	35	25	15	5
726 - 750 -----	110	90	80	70	60	50	40	30	20	10
751 - 775 -----	115	95	85	75	65	55	45	35	25	15
776 - 800 -----	120	100	90	80	70	60	50	40	30	20
801 - 825 -----	125	105	95	85	75	65	55	45	35	25
826 - 850 -----	130	110	100	90	80	70	60	50	40	30

~~New section to conform to AB 624, and to add definition of dependent as used on the scale.~~

The Statement of Responsible Relative of Applicant for Aid to the Blind, Form Bl 225, is an acceptable method of determining the pecuniary ability of a responsible relative to contribute to the support of the applicant or recipient. Form Bl 225 may be used (1) to determine the amount the relative will actually contribute after aid is granted; (2) to determine the actual contribution at the time of redetermination of eligibility; (3) to provide information to be used in evaluating the circumstances of the relative to determine whether there is ability to contribute; (4) to serve as a guide when the district attorney or other civil legal officer of the county is requested to recover a portion or all of the aid granted. It may also be used when changes in the contribution are reported by the applicant, recipient, or relative.

The county may (1) mail Form Bl 225 to the relative for completion; (2) request the relative to complete it during an interview; or (3) obtain the necessary information in an interview and record the information obtained elsewhere in the case record. A covering letter accompanying the Form Bl 225 which is mailed may encourage a prompt response from the relative. If the pecuniary ability of relatives to contribute to the support of the applicant or recipient is determined in an interview with the relatives, the interview shall cover the points set forth on Form Bl 225. (a)

Aid shall not be denied if the responsible relative fails to return his signed statement unless the determination indicates:

1. That the applicant or recipient is in receipt of contributions from responsible relatives in cash or in kind;
2. That these meet the extent of his verified needs; and
3. That the responsible relatives are able and willing to continue such support.

If the relative has been requested to complete the Form Bl 225, and has not returned it by the time all other items of eligibility have been established, the county record shall show the further effort to secure it. This may include:

1. A follow-up letter to the responsible relative.
2. Interview with the applicant to determine if he can secure the responsible relative's cooperation in completing Form Bl 225.
3. Interview with the responsible relative, if possible.

The information given by the relative, either on Form Bl 225 or in the interview, shall be used in determining his pecuniary ability to contribute to the support of the applicant or recipient without further determination, unless there is conflicting information which required clarification. In no case shall an employer of a relative be contacted without first obtaining the consent of the relative involved, unless clarification is required and all other available sources of verification have been exhausted.

If Form Bl 225 is mailed to the relative, the county should complete the first section of the form. (W&IC 3075, 3088, 3088.1, 3460, 3474, 3474.1; AGO NS863; SDAA)

Income of any given responsible relative is defined as the sum of:

1. The income constituting the separate property of that responsible relative.
2. The income (excluding earnings) which is community property subject to the direction and control of the responsible relative. (husband)
3. The income from earnings of that responsible relative (but not of his or her spouse).

In other words, if the husband of a married couple is the responsible relative, his income (under the Relatives' Contribution Scale) would be the sum of the income from his separate property, the income from all community property other than earnings, and his earnings (but not those of his wife).

If the wife of a married couple is the responsible relative, her income (under the Relatives' Contribution Scale) would be the sum of the income from her separate property and her earnings (but not those of her husband).

Net income of a responsible relative is that amount of income which remains after deducting 20% from the total gross income. No other deductions shall be made for Social Security taxes, other insurance or retirement deductions (whether voluntary or involuntary), personal income withholding taxes, stock or bond deductions of any kind.

If a responsible relative is self-employed additional deductions may be made for those expenses necessary for obtaining the income.

Normal expenses of operating business, including overhead, represent deductible items in determining net income. Expense which is necessary to maintain a business on an operating basis and to preserve the capital investment is given consideration in determining net income. Necessary business and operating expenses which are past due and unpaid represent an obligation of the business to be recognized in determining net income from a business.

In the case of farm operation, for example, the cost of taxes, interest, and principal payments on encumbrances, and depreciation on equipment, shall be considered. When an automobile or other motor vehicle is maintained for the business, reasonable expense for its operation shall be deducted in determining net income.

Overhead and operating expenses are considered in determining net earnings derived from commissions. This includes such items as the maintenance and operation of an automobile used in connection with the business, office rent, telephone, stationery, etc.

Living expenses shall not be deducted when determining net income.
(W&IC 3075, 3088, 3460, 3474)

New section -- To conform to AB 624.

~~SUGGESTED COVERING LETTER TO RESPONSIBLE RELATIVE~~

Re: _____

County No. _____

District _____

TO:

Your _____,
has made application for Aid to the Blind from this agency.

We are taking this opportunity to acquaint you with the legal requirements as they may affect you, regarding the responsibility of relatives toward recipients of Aid to the Blind. Under the Law, relatives are required to submit to the welfare department a statement regarding their ability to contribute. Depending upon their financial situation as revealed in the statement, the relatives are required to assist in the support of the applicant/recipient.

The enclosed Statement of Responsible Relative is to be used for this purpose. Printed on the form are applicable excerpts from the California Welfare and Institutions Code, establishing the responsibility of relatives. Please give the form your careful consideration and return it to this agency as soon as possible.

If you wish assistance in filling in the form or to discuss your situation before submitting your statement, please feel free to request an interview with a representative of the department.

Address:

Telephone No.:

Very truly yours,

Director, County Welfare Department

By _____
Social Worker

(New)

The county board of supervisors shall set the amount for which the responsible relative is liable when presentation of unusual circumstances by the relative requires consideration of his actual liability. The effective date of the liability shall not be prior to the date on which the board of supervisors makes the finding of liability. Ordinarily the information submitted by the relative on Form Bl 225, by letter, or during an interview and any supplemental information, is the basis for the board of supervisors' finding.

(W&IC 3088, 3474)

~~New section to conform to AB 624.~~

A. Adult Child Living with Applicant or Recipient

The degree of legal responsibility of an adult child living in the home of the applicant or recipient shall be determined according to the Relatives' Contribution Scale in the same manner as though he were not living in the home. An adult child's responsibility for support is the same for two living parents as for one parent. Payment of room and board by an adult child does not alter his degree of legal responsibility as this represents an item of expense which must be met regardless of where the child lives.

(a)

(a)

B. Allowances from Relatives in Military Service

Allowances for parents, brothers, sisters, and grandchildren of servicemen are entirely voluntary and may be terminated at any time by the serviceman. Applicants and recipients shall not be required to request such allowances as a condition to the granting of aid. (W&IC 3075, 3088, 3088.1, 3460, 3474, 3474.1; AGO NS863; SDAA)

(a) To conform to AB 624

C. Circumstances Affecting Beginning Date of Aid (Applications and Restorations) (a)

The beginning date of aid shall not antedate the signing of the application or the request for restoration. Exceptions: If the recipient transfers from one county to another, the beginning date of aid in the second county may antedate the signing of the application in the second county.

If a recipient transfers from OAS to ANB-APSB, or from ANB-APSB to OAS, aid may begin effective the first day of the month following the month in which such transfer of aid was approved by the county. This provision is designed to avoid undue delay in the transfer of aid from one category to another, and to prevent duplication of such aid.

If eligibility was established only from a date subsequent to the date when aid should have been effective, aid shall not be granted nor restored prior to the date on which the applicant became eligible as established by the investigation. If it is indicated that aid should begin from the first day of the month preceding that in which the county takes action, but because of ineligibility of the applicant during one or more of such months, retroactive aid is not paid, a statement of the specific reasons for the applicant's ineligibility for such payment shall be made on the aid authorization document. (a)

If eligibility is dependent upon medical evidence (eye examination), the condition described in such evidence shall be considered to have existed from the first of the month in which the determining medical examination is made. (b)

D. Initial Payments

Initial payments are the first payments made on new applications and restorations.

Initial payments of aid shall be made within the month for which such aid is granted or not later in the following month than the time when such payments would normally be issued under the county's customary fiscal procedure, except in the instances listed in Sec. B-630. (See Sec. B-636, Suspension Procedure.)

If aid begins on the first day of a month, payment shall be made for the full month. If aid begins during a month, the initial payment shall cover only the portion of the month for which aid is granted, including the beginning date. (W&IC 3075, 3078.3, 3082, 3084, 3460, 3472, 3475; AGO 53/89)

(a) ~~To conform to W&IC 3078.3, 3475, and AGO 53/89.~~

(b) ~~Revised to clarify existing policy on beginning date of aid when eligibility is dependent upon medical evidence in both application and restoration actions.~~

(Rev.)

A. Applications

The beginning date of aid on applications is determined by law as follows:

1. Aid shall begin effective the date the application is signed if the application is granted in the same month in which the application is signed.

Example: Application signed September 6, granted September 21. Aid begins September 6.

2. Aid shall begin effective the first day of the month in which the application was granted if the application was signed in a previous month and 60 days or less have elapsed between the date the application was signed and the date aid was granted.

Example: Application signed September 6, granted on November 16. Aid begins November 1.

3. If the determination of eligibility is not completed by action of the county within 60 days from the signing of the application, and aid is granted on the 61st or some subsequent day, aid shall begin effective the first of the month in which aid is granted or from the first of the month following the expiration of the 60-day period, whichever is earlier. The day following that on which the application is signed represents the first day of the 60-day period. If the 60th calendar day falls on a Sunday or legal holiday, the following day is considered the 60th day. The date on which the board of supervisors or delegated agent acts on the application is the day on which the determination of eligibility is completed. (a)

Example: Application signed September 6, granted on February 6. As the 60-day period ended November 5, aid is paid from December 1. (a)

4. If an application for aid has been improperly denied and such action is later rescinded, aid shall begin effective the date aid would have begun had there been no denial action. (See Secs. B-140, When Application to be Taken, and B-630, Retroactive Aid Payments.)

5. Aid shall begin effective the date specified by the SSWB in an order awarding aid.

B. Restorations

The effective date of restoration of aid is determined as follows:

If aid has been discontinued for any reason and request is made for restoration before the expiration of one year, determination of eligibility shall be made and if eligibility is established, aid shall be restored not later than the first day of the month immediately following the date of such request. (See Secs. B-651, Restoration of Aid, and B-703, Transfer of Aid Procedures)

(a) To conform to SB 808

(b) To conform to W&IC 3078.3, 3475, and AGO 53/89. (b)

If a former recipient, whose aid was discontinued for any reason, requests restoration of aid within twelve months of the date of discontinuance, no new application shall be taken. If the request for restoration is made in person, a written statement containing such request shall be signed by the former recipient and the date of the request indicated. If any other oral request, by telephone or otherwise, is made, the date of such request shall be entered in the case record. If the request is made by letter, the date of receipt shall be considered the date on which the request is signed. Exception: No signed request for restoration is required if the automatic restoration procedure described in this section is used or if adjustment for overpayment of aid requires discontinuance for one month for an otherwise eligible recipient. (See Sec. B-648, Discontinuance of Aid.)

Whenever aid is discontinued due to the confinement of the recipient in any public institution, the county in its order discontinuing aid may provide that aid be restored without further order on its part when the person ceases to be an inmate of the institution.

To effect this automatic restoration if aid is discontinued because of confinement in a public institution, two aid authorization forms shall be approved on the case. One form orders discontinuance effective as of the last day of the month in which the recipient is admitted to the institution, or in the case of temporary medical or surgical care, as of the end of the month in which the eligibility period is completed. The second form orders restoration with no beginning date of aid specified. Upon release of the recipient from the institution, the second authorization form is completed showing the date of release, and immediately submitted to the SDSW. A warrant is then issued for the balance of the month during which the recipient was not an inmate, and claim made on the current monthly payroll.

If request for restoration has been made, the eligibility of the former recipient shall be determined before aid is restored. Aid may have been discontinued by one county (first county) and within one year the former recipient may request aid in another county in which he has established residence (second county). Under such circumstances, the second county shall be responsible for determining eligibility and paying aid to those eligible to receive it. The former recipient shall be required to certify to the date he came to the county and to the date on which, by intent, he established residence therein on Form AB-204.

The second county shall request the first county to forward a copy of the last application (Form BL 200); the last completed Affirmation of Eligibility (Form BL 206), showing the date the last reinvestigation was completed; a completed copy of the notification to recipient of discontinuance of aid. In addition, the first county shall forward to the second county either a copy or a summary statement of such eligibility determinations as the second county may request.

Should a former recipient request restoration in the county in which he is living but in which he is not establishing residence, such county shall accept the request and shall, without delay, submit it to the county in which he retains residence. The county of residence has responsibility for restoring aid if the former recipient is eligible to receive it. The county in which he is living obtains all available information and submits it to the county of residence.

For a regular recipient, county participation begins as of the first of the month following the completion of one year's residence in the second county, unless the date of completion falls on the first of the month, in which case participation begins as of that date. For regular recipients, county responsibility is not dependent upon whether blindness occurred while they were residents in or outside the state.

Subsections A through I of this section not relevant to changes are omitted from the agenda.

J. Discontinuance and Restoration During Transfer Period

If payment of aid by the first county (either on a regular or non-county basis) is discontinued for cause, subsequent to the recipient's removal to the second county, responsibility of the first county ceases. Should the former recipient request restoration of aid, responsibility for establishing eligibility and restoring aid shall be that of the second county and a new application shall not be taken. If eligibility is established but residence of one year in the second county has not been completed (six months in the case of a recipient who became blind while a resident of California), aid is payable on a non-county basis until the end of the month in which the required period of county residence is completed. If, however, residence in the second county was established on the first of the month, the second county participates in the payment of aid one year from such date (six months in the case of a recipient who became blind while a resident of California). (See Sec. B-651, Restoration of Aid.)

(a)

(a)

Example: A recipient who became blind while a state resident, moved from County A to County B with intent to reside on March 2, 1953. During March of 1953 he sold real property and on April 1, 1953, had cash in excess of the amount allowable. Aid accordingly was discontinued by County A effective March 31, 1953. During May of 1953 the recipient purchased other real property thus reducing his cash within the amount allowable. On August 10, 1953, he again requested aid. His restoration is made by County B and non-county aid is granted by County B effective August 1, 1953. If the recipient continues to reside in County B, that county will participate in payment of aid on and after October 1, 1953. (Recipient became blind in state and county participates in payment of aid beginning the first of the month following completion of six month's residence in County B.)

Should payment of aid by the first county be discontinued inadvertently or without cause, the above rulings do not apply and the first county shall be responsible for restoration and for continued payment of aid in the same manner as though payment of aid had not been interrupted. (AGO NS3202)

(See Sec. B-367, "Reapplication ^{on Request for Restoration} by Former Recipient Who Retained State Residence" on recipients who return to county other than that of residence.)

(W&IC 3042, 3075, 3090, 3092, 3432, 3450, 3460, 3463)

(a) To conform to W&IC 3087.3, 3475 and AGO 53/87.

~~A-1512~~ FORM OF APPEAL

B-714

~~G-612~~

(Rev.)

A-1512

B-714

~~G-612~~

An appeal must be in writing and must be signed by the appellant. The appeal should include the reasons for dissatisfaction, and a request for a hearing. It need not be in any particular form. Form DPA 13, Appeal to the State Social Welfare Board may be used, or the appeal may be made by letter or informal petition.

(a)

~~(W&IC 103, 104.1)~~

(W&IC 103, 104.1, 3075, 3078, 3460, 3473.2)

~~(W&IC 103, 104.1)~~

~~(a) Restatement for purpose of clarification. No change in policy.~~

been drafted to permit filing within a year where the appellant was notified that he had a year within which to file, and did not have written notice or actual knowledge that the appeal period had been reduced.

3. The time limit for rehearings has been clarified so that an application for rehearing may be filed within six months of the board's decision, and it is no longer necessary to have the rehearing conducted within the six months period. This change is reflected in Sections A-1588, B-746, and C-688.
4. Hearings may be continued for not more than thirty days whereas formerly there was no time limit on continuances. This change appears in Sections A-1536, B-722, C-636, A-1560, B-732, C-660, A-1564, B-734, and C-664.

~~A-1528~~ COUNTY RESPONSIBILITY IN APPEALS
~~B-719~~
~~G-628~~
(Rev.)-

~~A-1528~~
~~B-719~~
~~G-628~~

On receipt of notification by the SDSW that an appeal has been filed, the county shall review its record immediately, in order:

1. To prepare a statement, Basis of Action, (See Sec. A-1532) ^{B-720} and mail copies to the appellant and to the SDSW within ten days of receipt of notification that the appeal has been filed;
2. To re-examine the action or situation cited to determine if adjustment through county administrative action is in order; and to notify the SDSW immediately if there is a possibility of adjustment; and
3. To determine whether additional investigation is necessary.

(a)-

The county shall make any necessary additional investigation in preparation for the hearing. If the amount of aid is in issue, the county prior to the hearing shall verify all points of eligibility and shall make a complete computation of the aid which will be allowable month by month if the appeal is granted, showing how the amounts were determined.

(a)-

The county has continuing responsibility for maintaining contact with the appellant and shall report promptly to the SDSW, attention Central Office, Appeals Unit, any change in the appellant's mailing address that comes to the county's knowledge during the period that hearing and decision are pending.

In general, the county has responsibility for such preparation for, and participation in, the hearing as will facilitate a full and fair hearing.

(W&IC 103, 104.1)

(W&IC 103, 104.1, 3075, 3078, 3460, 3473.2)

(W&IC 103, 104.1)

(a) To conform to AB-1815.

An appeal may not be filed more than 90 days after the order or action complained of. Time shall be computed by excluding the date of the order or action. If the ninetieth day falls upon a Saturday, Sunday or holiday the appeal may be filed upon the next business day. The date of filing shall be the date the appeal is actually received in any office of the SDSW. The date of the order or action complained of shall be the date that notice of such order or action was mailed to the appellant except as set forth below:

(a)-

(b)-

(c)-

1. In appeals for the return of erroneous repayments the date of collection or the date of the last installment payment is the determining date.
2. In appeals from demand for repayment the date of the last demand or the date agreement to repay was signed or a lien taken, whichever is later, is the determining date.
3. In appeals involving amount of the grant, for example, a decrease in grant that has continued for more than 90 days, appeal may be made from deductions made during the preceding 90 days since the granting of aid is considered a succession of monthly orders by the county.
4. In appeals from retroactive discontinuance following cancellation of suspended warrants, the date of discontinuance action is the determining date. The period involved in the appeal would extend back to the effective date of the discontinuance.

If the county's action was taken or order made prior to September 9, 1953, an appeal therefrom must be filed not later than one year from such action or by December 8, 1953, whichever date occurs earlier. An appeal may be filed within one year of the county's action by any appellant who received written notice that he could appeal within one year, and who failed to file his appeal promptly, because of lack of written notice or actual knowledge that the appeal period had been shortened.

(d)-

~~(W&IC 103, 104.5)~~~~(W&IC 103, 104.5, 3075, 3078, 3460, 3473.2)~~~~(W&IC 103, 104.5)~~~~(a) To conform to AB 1815.~~~~(b) Codification of existing policy.~~~~(c) New policy.~~~~(d) Effectuation of change of law (AB 1815).~~

2. Place of hearing. Since the place of hearing must be convenient to the appellant's home, it is generally held at the county seat of the county in which the appellant is living at the time of the hearing. If transportation presents a major problem to the appellant or if he is physically unable to undertake the trip to the county seat, the appellant may request that the hearing be held in another county, in his home community or in his own home if he is bedridden or otherwise unable to leave his home.

The county in which the hearing is to be held shall assist in arranging for a suitable hearing room when requested to do so by the SDSW. The room should be large enough to accommodate approximately 6 or 8 people and should contain a table at which that number can be seated. It should be in some public building, preferably in quarters other than those occupied by the county welfare department, and should afford privacy. The room should be acoustically suitable for electronic recording equipment. Thus it should be as far removed as possible from machinery and street noises, and should be subject to a minimum of echo.

(a)-

(a)-

3. Notification. The appellant and the county shall have not less than 10-day's notice of the time and place of hearing. Notification shall be in writing and shall be sent by registered mail, return receipt requested.

Upon request of the appellant or the county, the SSWB or a referee may for good cause continue a hearing for a period not to exceed 30 days.

(b)-

(W&IC 103, 104.1, 104.5)

(W&IC 103, 104.1, 3075, 3078, 3460, 3473.2)

(W&IC 103, 104.1, 104.5)

A-1532 COUNTY SUMMARY OF APPEALED ACTION
B-720
~~C-632~~
(Rev.)

A-1532
B-720
~~C-632~~

Within ten days after receipt of notification that an appeal has been filed, the county shall send to the appellant and to the SDSW copies of a summary called Basis of Action which shall include the following:

1. A statement of the county action or actions from which appeal is made, and the date of such action;
2. A brief statement in non-technical language of the reasons for taking the action appealed from.

The county may include within the Basis of Action a review of the evidence, a statement of verification of eligibility, results of additional investigation, or other points and information concerning computation of aid if payable, provided that the inclusion of such material does not delay the submission of the Basis of Action.

If, prior to the hearing, the county determines that the appellant's eligibility on some point other than that mentioned in the Basis of Action is in question the county shall send to the appellant and to the SDSW a brief supplemental statement of the additional points at issue so that if necessary the additional issues may be considered at the hearing.

(a)

~~(W&IC 103)~~

(W&IC 103, 104.5, 3075, 3078, 3460, 3473.2)

~~(W&IC 103)~~

A-1536 SETTING THE HEARING
B-722
~~C-636~~
(Rev.)

A-1536
B-722
~~C-636~~

Responsibility for scheduling the time and place of hearing rests with the SDSW. Procedures leading to a hearing are initiated as soon as an appeal is filed. Any change of address or any information either affecting the time or place of hearing or being submitted for presentation at the hearing should be directed to the SDSW, attention Central Office Appeals Section.

1. Date of Hearing. After expiration of the time for receipt
A-1532
of the Basis of Action (See Sec. B-720), the SDSW shall
C-632
schedule the hearing for the first available date that will
permit ten days notice to the appellant and the county.

(a) To conform to AB 1815.

~~A-1560~~ CONTINUANCE FOR FURTHER INFORMATION

B-732

~~C-660~~

(Rev.)

~~A-1560~~

B-732

~~C-660~~

If the referee finds that immediately available information is not adequate and additional investigation is needed, or that there are specific items of information essential to the hearing but which cannot be obtained without some delay, he shall continue the hearing. The referee may continue the hearing for not more than 30 days at the request of either party. (a)

1. If the desired information is readily available to one or both of the principals, the referee shall, before adjourning the original hearing, set the time and place for the continued hearing at the earliest suitable date, notifying the principals that there will be no further written notice. He shall instruct one or both principals to bring the desired information to the continued hearing.
2. If the needed information is not readily available and further investigation is required, the referee shall instruct the principals to cooperate in securing the information but shall place primary responsibility upon the county for verifying and reporting the information to the SDSW, attention Central Office Appeals Section. The referee shall continue the hearing, and so notify the SDSW, attention Central Office Appeals Section, but shall set no time or place for the continued hearing. When the required investigation has been completed and reported, the SDSW shall set a date for the continued hearing, giving notice in the usual manner.

~~(W&IC 103, 104.5)~~

~~(W&IC 103, 104.5, 3075, 3078, 3460, 3473.2)~~

~~(W&IC 103, 104.5)~~

~~A-1564~~ CONTINUANCE BECAUSE OF NON-APPEARANCE

B-734

~~C-664~~

(Rev.)

~~A-1564~~

B-734

~~C-664~~

If the appellant, or his duly authorized representative, fails to appear at the time and place set for hearing, the referee may continue the hearing and refer it to the SDSW, attention Central Office Appeals Section. The SDSW shall inquire of the appellant, as to his wishes regarding his appeal and shall set a new date for the hearing if the appellant wishes to continue. The hearing may be continued for a period not to exceed 30 days. (a)

The referee may in his discretion attempt to contact the appellant or his duly authorized representative to determine the reason for non-appearance and to determine whether a further hearing is desired. If the referee determines that a further hearing is not desired he shall recommend that the appeal be dismissed.

(a) To conform to AB 1815.

Questionnaires
A-1554 INTERROGATORIES
B-729
C-654-
(New)

A-1554
B-729
C-654-

The testimony of an appellant or other witness who is outside the state may be secured by written ^{questionnaires} interrogatories answered under oath. The parties shall be given an opportunity to propose questions, to rebut the answers, and to submit evidence in addition to that contained in the ^{questionnaire} interrogatory. The submission of a completed ^{questionnaire} interrogatory by an appellant who is outside the state shall constitute an appearance by the appellant.

(a)-

(W&IC 103, 104.1, 104.5)

(W&IC 103, 104.1, 104.5, 3075, 3078, 3460, 3473.2)

(W&IC 103, 104.1, 104.5)

~~(a) New Section. Codification of existing procedure. During the past year several cases have been processed through the use of interrogatories. The question has been raised whether this procedure is authorized and whether it is in conformity with other regulations which require an appearance by the appellant or his representative. These proposed changes are intended to remove doubts as to the use of the interrogatory procedure which is a less formal and less expensive process than the deposition process which is available to the SSWB under Section 104.5 (b) of the Welfare and Institutions Code, and Section 11189 of the Government Code with respect to persons residing either within or without the state.~~

If the appellant, or his authorized representative, having received due notice, fails to appear a second time without adequate reason, the referee shall consider the appeal abandoned and shall recommend to the SSWB that the appeal be dismissed.

(W&IC 103, 104.5)

(W&IC 103, 104.5, 3075, 3078, 3460, 3473.2)

(W&IC 103, 104.5)

A-1568- DECISION BY STATE SOCIAL WELFARE BOARD

B-735

C-668-

(Rev.)

A-1568

B-735

C-668

The facts stated in the decision shall be based upon the evidence in the case. The decision shall include a statement of the facts and legal or policy provisions involved, and of the reasoning which supports the decision. The decision may but need not specify the amount of the award to be paid unless the amount of the award is in issue.

(a)

(b)

(W&IC 103, 104.1)

(W&IC 103, 104.1, 3075, 3078, 3088.5, 3460, 3473.2, 3474.5)

(W&IC 103, 104.1)

(a) Rewording.

(b) To conform to AB 1815.

A-1580- COUNTY RESPONSIBILITY AFTER STATE SOCIAL WELFARE BOARD DECISION
B-740
C-680-
(Rev.)

A-1580-
B-740
C-680-

Remaining portions of this section not relevant
to changes are omitted from the agenda.

(a)

Within 30 days after the mailing of notice of the SSWB's decision to the county, the county shall comply with the SSWB's decision and shall notify the SDSW of the date and manner of compliance. If the SSWB's decision is in favor of the appellant on the issue involved, but aid has not been paid by the county, the notice to the SDSW shall include a brief statement of the new issues which resulted in further denial of aid. Intention to request a re-hearing in the future shall not constitute cause for failure to comply with the SSWB's order.

(a)

A-1588 RE-HEARING
B-746
C-688
(Rev.)

A-1588
B-746
C-688-

Within six months after the SSWB's original order or decision the appellant or any county involved in an appeal may apply for a re-hearing or the board may on its own motion order a re-hearing. The request for re-hearing shall contain a statement of the reasons therefor. If the request is to permit presentation of additional evidence, the request shall describe the additional evidence, explain its materiality, and show why it was not previously introduced. If the request is granted, the board may reconsider the decision on the basis of the evidence in the record, or may order the taking of additional evidence. A decision issued upon a re-hearing shall not be subject to further re-hearing.

(b)

(c)

(W&IC 104.5)

(a) To conform to AB 1815 and to establish procedures for reporting compliance. At present there is no definition of reasonable promptness with respect to payment of aid pursuant to SSWB orders, nor is there any procedure for reporting compliance other than indirectly through the claiming process. The claiming process will be ineffectual to indicate compliance with the decision which under AB 1815 does not make an award. Thus the need for a new procedure is indicated.

(b) To conform to AB 1815.

(c) Codification of existing policy.

State Number _____

County Number _____

Former State Number, If a Transfer or Reapplication _____

APPLICATION FOR AID TO THE BLIND

STATE OF CALIFORNIA—COUNTY OF _____

To the Honorable Board of Supervisors:

I, _____, residing at _____,
Print or Type Name in Full Street No. or R. F. D. (If in institution give name)City _____, County of _____, California, herewith apply
Post Officefor Aid to the Blind. To the best of my knowledge and belief I am eligible for ☐ Aid to Needy Blind
to wit: ☐ Aid to Partially Self-Supporting
Blind Residents1. **Blindness:** I am blind to the extent—Totally _____ Partially _____
Degree if known _____ I have been blind since _____2. **Age:** I have attained the age of sixteen years. Birthdate _____ Sex _____3. **Residence:** A. I have resided in California since _____, 19 _____

B. I have resided in the County of _____ since _____, 19 _____

C. I have resided in the following counties during the past ten years:

NAME OF COUNTY

FROM DATE

TO DATE

4. **Real Property:** I and/or my spouse own real property in the amount of:

Home . . . \$ _____	\$ _____
County Assessed Value	Encumbrance of Record
Other . . . \$ _____	\$ _____
County Assessed Value	Encumbrance of Record

5. **Personal Property:** A. I own personal property as follows:

TYPE OF PERSONAL PROPERTY

MARKET VALUE

ENCUMBRANCE OF RECORD

\$ _____ \$ _____

B. I and my spouse own combined personal property as follows:
(Complete this item only if you are applying for Aid to Needy Blind and your spouse is also applying for or receiving Aid to Needy Blind)

TYPE OF PERSONAL PROPERTY

MARKET VALUE

ENCUMBRANCE OF RECORD

\$ _____ \$ _____

AMOUNT

SOURCE

6. **Income:** I have a monthly net income of \$ _____7. **Relatives:** I have the following responsible relatives (spouse, adult children, parents) and receive support from them in the amount of

\$ _____

NAME

ADDRESS

SPOUSE

ADULT
CHILDREN {

FATHER

MOTHER

8. **Rehabilitation:**

A. I have had rehabilitation training. No _____ Yes _____ Type of training _____

B. I am receiving rehabilitation training. No _____ Yes _____ Type of training _____

C. I am engaged in an enterprise from which I expect to become self-supporting. No _____ Yes _____

D. Type of enterprise _____

E. My employment in the past has been _____

9. **Education:** I have attended—Grade School _____ High School _____ College _____

Number of years

Number of years

Number of years

10. **Physical Condition:** I am in _____ health.

Good—Fair—Poor

11. **Alms:** I do not solicit alms.FORM BL 200 (revised)—~~XXXXXX~~ SEPTEMBER 1953

You may appeal for a hearing, and a decision by the Social Welfare Board. Your appeal must be in writing. A letter is sufficient but you must state that you want a hearing and tell why you are dissatisfied. If you wish to appeal send your letter requesting a hearing to the State Department of Social Welfare, 616 K Street, Sacramento 14, California. Appeals must be filed within 90 days of the action with which you are dissatisfied.

If you have already requested a hearing before the county board of supervisors you may not appeal to the State Department of Social Welfare until the Board of Supervisors has made its decision.

County submit ONE COPY to State Department
of Social Welfare, 616 K Street, Sacramento.

Date _____

State No. _____

County No. _____

Statement of Responsible Relative of Applicant For Aid to the Blind

TO: _____

Be Sure to Complete
All Items on This
Form

The eligibility of _____ for Aid to the Blind is under consideration. Important information about relative responsibility will be found on the back of this form.

This form is for your use in making a statement of your income, expenses, and the number of your dependents. You may contact the nearest county welfare department for assistance in completing this form.

Please insert the information requested below, sign the form, and return it immediately to

County Welfare Department

Address _____

I, _____, residing at _____,
Name of Relative

the _____ of the above named applicant do hereby make the following statements concerning my income, dependents and contributions to the above named applicant.
Husband, Wife, Parent, Son or Daughter

1. I am now contributing \$ _____ Free rent _____ Free board _____
Amount of Yes or No Yes or No

Other contribution to the recipient (explain) _____
Amount and for what

2. I am single _____ Married _____ Widowed _____ Divorced _____ Separated _____ (check one)

3. The number of persons dependent upon my income including myself but not including the applicant is _____
(No. of persons)

a. Dependents. In listing your dependents count only those persons actually dependent upon you. You must not count those persons listed by your spouse as dependents if he or she has responsibility to contribute to the support of his or her parents who are receiving Aid to the Blind. List the names, address and relationship of all of your dependents on the space provided on the back of this form.

4. My total monthly income is as follows:

Married Daughter. If you are a married daughter report as your income only the sum of the income from your separate property and your own earnings.

Married Son. The income you must report consists of the sum of

- Your own earnings (but not the earnings of your wife).
- The income from your own separate real or personal property.
- The income from community real or personal property.

Income from my earnings \$ _____ per month _____
Name and address of employer

Income from separate property \$ _____ per month _____
source

Income from community property _____

_____ \$ _____ per month
_____ \$ _____ per month
_____ \$ _____ per month Total Gross Monthly Income \$ _____

5. Expenses necessary to the obtaining of the income (self-employment only) reported in Item 4 above are: Item

Net income of a Responsible Relative is that amount of income which remains after deducting 20% from the total gross income. No other deductions shall be made for Social Security taxes, other insurance or retirement deductions (whether voluntary or involuntary), personal income withholding taxes or stock or bond deductions of any kind.

If a responsible relative is self-employed he may make additional deductions for those expenses necessary for obtaining the income. In such cases the net income is arrived at by first deducting all operating costs from the total gross income. From the remainder 20% is deducted. The result is the net income on which the responsible relative's liability will be determined. No additional allowance shall be permitted for personal income taxes, personal social security contributions or personal unemployment insurance taxes, etc.

To determine the amount of your liability see Relatives' Contribution Scale on the back of this form.

Type of Expense	Amount Per Month
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Expenses (self-employment only) \$ _____	

My net monthly income, after deducting my expenses (self employment only) \$ _____

Less 20% _____

6. Net monthly income _____

7. I have unusual expenses which I believe should be given consideration in determining my ability to contribute (such as the cost of necessary service or care due to illness in the family, etc.) \$ Amount _____

8. I will from _____ contribute \$ _____. Free rent _____ Free board _____
date Yes or No Yes or No

Other contributions (explain) _____
Amount and for what

I Certify that the above statements are true and correct.

Signature of Responsible Relative

Date

Street Number or Rural Route

City or Town

APPLICABLE EXCEPT FROM THE WELFARE AND INSTITUTIONS CODE ARE GIVEN FOR YOUR INFORMATION

Welfare and Institutions Code Sections 3088 and 3474 provide: "The Board of Supervisors shall determine the ability of responsible relatives to contribute to the support of applicant and designate the amount of aid, if any, to be granted. The maximum degree of liability of the responsible relative shall be determined by 'Relatives' Contribution Scale.' In determining ability to contribute, the financial circumstances of responsible relatives shall be given due consideration and, in unusual cases, contributions at less than the amount fixed by 'Relatives' Contribution Scale' may be made as the board of supervisors may deem justifiable."

Welfare and Institutions Code Sections 3088 and 3474 of the Aid to Blind Laws provide: "If any applicant receiving aid under the provisions of this chapter has residing within the state a spouse, parent, or adult child, pecuniarily able to support him, upon the failure of such kindred to perform their duty to support the blind person the board of supervisors may request the district attorney or other civil legal officer of the county to proceed against the kindred in the order of their responsibility for support."

"The granting of or continued receipt of aid shall not be contingent upon such recovery."

RELATIVES' CONTRIBUTION SCALE

A. Net monthly income of responsible relatives in family	B. Number of persons dependent upon income									
	1	2	3	4	5	6	7	8	9	10 and over
C. Maximum required monthly contributions										
\$200 or under	0	0	0	0	0	0	0	0	0	0
201-225	5	0	0	0	0	0	0	0	0	0
226-250	10	0	0	0	0	0	0	0	0	0
251-275	15	0	0	0	0	0	0	0	0	0
276-300	20	0	0	0	0	0	0	0	0	0
301-325	25	5	0	0	0	0	0	0	0	0
326-350	30	10	0	0	0	0	0	0	0	0
351-375	35	15	5	0	0	0	0	0	0	0
376-400	40	20	10	0	0	0	0	0	0	0
401-425	45	25	15	5	0	0	0	0	0	0
426-450	50	30	20	10	0	0	0	0	0	0
451-475	55	35	25	15	5	0	0	0	0	0
476-500	60	40	30	20	10	0	0	0	0	0
501-525	65	45	35	25	15	5	0	0	0	0
526-550	70	50	40	30	20	10	0	0	0	0
551-575	75	55	45	35	25	15	5	0	0	0
576-600	80	60	50	40	30	20	10	0	0	0
601-625	85	65	55	45	35	25	15	5	0	0
626-650	90	70	60	50	40	30	20	10	0	0
651-675	95	75	65	55	45	35	25	15	5	0
676-700	100	80	70	60	50	40	30	20	10	0
701-725	105	85	75	65	55	45	35	25	15	5
726-750	110	90	80	70	60	50	40	30	20	10
751-775	115	95	85	75	65	55	45	35	25	15
776-800	120	100	90	80	70	60	50	40	30	20
801-825	125	105	95	85	75	65	55	45	35	25
826-850	130	110	100	90	80	70	60	50	40	30
851-875	135	115	105	95	85	75	65	55	45	35
876-900	140	120	110	100	90	80	70	60	50	40
901-925	145	125	115	105	95	85	75	65	55	45
926-950	150	130	120	110	100	90	80	70	60	50
951-975	155	135	125	115	105	95	85	75	65	55
976-1,000	160	140	130	120	110	100	90	80	70	60
1,001-1,025	165	145	135	125	115	105	95	85	75	65
1,026-1,050	170	150	140	130	120	110	100	90	80	70
1,051-1,075	175	155	145	135	125	115	105	95	85	75
1,076-1,100	180	160	150	140	130	120	110	100	90	80
1,101-1,125	185	165	155	145	135	125	115	105	95	85
1,126-1,150	190	170	160	150	140	130	120	110	100	90
1,151-1,175	195	175	165	155	145	135	125	115	105	95

For each additional \$25 net income over \$1175 (Col. A) the maximum required monthly contribution is increased \$5 in each column under B and C.

NOTE.--When the spouse of the applicant is making the statement the above scale does not apply unless the income of that spouse is his or her separate property, i.e., is not community income under the community property laws of California.

IMPORTANT INFORMATION ABOUT RELATIVE RESPONSIBILITY

Welfare and Institutions Code Sections 3088 and 3474 provide that the county shall determine the ability of responsible relatives to contribute to the support of an applicant for or recipient of Aid to the Blind and designate the amount of aid, if any, to be granted. The maximum degree of liability of the responsible relative shall be determined by the Relatives' Contribution Scale, which you will find below. You may have heavy expenses because of illness, or some other unusual circumstance. If so, and the board of supervisors finds that your financial circumstances warrant it, they may fix your contribution at an amount less than that shown in the scale,

If it is found that you are financially able to make a contribution and you do not do so, the law provides that the board of supervisors may ask the district attorney or other civil legal officer, of the county granting the aid to take legal action against you. The purpose of this action will be to recover from you that portion of the assistance payments made to your relative which you have been found able to pay, and to obtain a court order which will require you to make future payments in the amount for which you have been found liable. The granting of, or continued receipt of, aid shall not be contingent upon any such legal action.

DEPENDENTS

For the purposes of the Relatives' Contribution Scale, a dependent is defined as a person for whom you provide the major portion of support, in or out of the home. List all your dependents here:

NAME

ADDRESS

RELATIONSHIP

RELATIVES' CONTRIBUTION SCALE

A. Net monthly income of responsible relatives in family	1	2	3	4	5	6	7	8	9	10 and over
B. Number of persons dependent upon income	1	2	3	4	5	6	7	8	9	10 and over
C. Maximum required monthly contributions	1	2	3	4	5	6	7	8	9	10 and over
\$200 or under	0	0	0	0	0	0	0	0	0	0
201- 225	5	0	0	0	0	0	0	0	0	0
226- 250	10	0	0	0	0	0	0	0	0	0
251- 275	15	0	0	0	0	0	0	0	0	0
276- 300	20	0	0	0	0	0	0	0	0	0
301- 325	25	5	0	0	0	0	0	0	0	0
326- 350	30	10	0	0	0	0	0	0	0	0
351- 375	35	15	5	0	0	0	0	0	0	0
376- 400	40	20	10	0	0	0	0	0	0	0
401- 425	45	25	15	5	0	0	0	0	0	0
426- 450	50	30	20	10	0	0	0	0	0	0
451- 475	55	35	25	15	5	0	0	0	0	0
476- 500	60	40	30	20	10	0	0	0	0	0
501- 525	65	45	35	25	15	5	0	0	0	0
526- 550	70	50	40	30	20	10	0	0	0	0
551- 575	75	55	45	35	25	15	5	0	0	0
576- 600	80	60	50	40	30	20	10	0	0	0
601- 625	85	65	55	45	35	25	15	5	0	0
626- 650	90	70	60	50	40	30	20	10	0	0
651- 675	95	75	65	55	45	35	25	15	5	0
676- 700	100	80	70	60	50	40	30	20	10	0
701- 725	105	85	75	65	55	45	35	25	15	5
726- 750	110	90	80	70	60	50	40	30	20	10
751- 775	115	95	85	75	65	55	45	35	25	15
776- 800	120	100	90	80	70	60	50	40	30	20
801- 825	125	105	95	85	75	65	55	45	35	25
826- 850	130	110	100	90	80	70	60	50	40	30
851- 875	135	115	105	95	85	75	65	55	45	35
876- 900	140	120	110	100	90	80	70	60	50	40
901- 925	145	125	115	105	95	85	75	65	55	45
926- 950	150	130	120	110	100	90	80	70	60	50
951- 975	155	135	125	115	105	95	85	75	65	55
976-1,000	160	140	130	120	110	100	90	80	70	60
1,001-1,025	165	145	135	125	115	105	95	85	75	65
1,026-1,050	170	150	140	130	120	110	100	90	80	70
1,051-1,075	175	155	145	135	125	115	105	95	85	75
1,076-1,100	180	160	150	140	130	120	110	100	90	80
1,101-1,125	185	165	155	145	135	125	115	105	95	85
1,126-1,150	190	170	160	150	140	130	120	110	100	90
1,151-1,175	195	175	165	155	145	135	125	115	105	95

For each additional \$25 net income over \$1175 (Col. A) the maximum required monthly contribution is increased \$5 in each column under B and C.

NOTE.--When the spouse of the applicant is making the statement the above scale does not apply unless the income of that spouse is his or her separate property, i.e., is not community income under the community property laws of California.

contributing\$ _____ Free rent _____ Free board _____
Amount of Yes or No Yes or No

Other contribution to the recipient (explain) _____

Amount and for what _____

2. I am single _____ Married _____ Widowed _____ Divorced _____ Separated _____ (check one)
3. The number of persons dependent upon my income including myself but not including the applicant is _____
(No. of persons)

For purposes of the Relatives' Contribution Scale, a dependent is defined as a person for whom the relative provides the major portion of support in or out of the home. Only one relative can claim any given person as a dependent.

4. My total monthly income is as follows:

Income of any given Responsible Relative is the sum of: (1) income which is the separate property of the responsible relative (2) income (excluding earnings) which is community property subject to the management and control of the responsible relative and (3) income from earnings of the responsible relative (but not of his or her spouse).

In other words, if the husband of a married couple is the responsible relative, his income (for purposes of the Relatives' Contribution Scale) would be the sum of the income from his separate property, the income from all community property other than earnings, and his earnings (but not those of his wife).

If the wife of a married couple is the responsible relative, her income (for purposes of the Responsible Relatives' Scale) would be the sum of the income from her separate property, and her earnings (but not those of her husband).

Income from my earnings \$ _____ per month _____ Name and address of employer _____

Income from separate property \$ _____ per month _____ source _____

Income from community property under my control (except earnings) _____

_____ \$ _____ per month _____

_____ \$ _____ per month _____

_____ \$ _____ per month Total Gross Monthly Income \$ _____

5. Expenses necessary to the obtaining of the income (self-employment only) reported in Item 4 above are:

Net income of a Responsible Relative is that amount of income which remains after deducting 20% from the total gross income. No other deductions shall be made for Social Security taxes, other insurance or retirement deductions (whether voluntary or involuntary), personal income withholding taxes or stock or bond deductions of any kind.

If a responsible relative is self-employed he may make additional deductions for those expenses necessary for obtaining the income. In such cases the net income is arrived at by first deducting all operating costs from the total gross income. From the remainder 20% is deducted. The result is the net income on which the responsible relative's liability will be determined. No additional allowance shall be permitted for personal income taxes, personal social security contributions or personal unemployment insurance taxes.

To determine the amount of your liability see Relatives' Contribution Scale on the back of this form.

Type of Expense	Amount Per Month
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Expenses (self-employment only) \$ _____	

My net monthly income, after deducting my expenses (self employment only) \$ _____

Less 20% \$ _____

6. Net monthly income _____ \$ _____

7. I have unusual expenses which I believe should be given consideration in determining my ability to contribute (such as the cost of necessary service or care due to illness in the family, etc.) _____

8. I will from _____ date _____ contribute \$ _____. Free rent _____ Free board _____ Yes or No Yes or No

Other contributions (explain) _____

Amount and for what _____

I Certify that the above statements are true and correct.

Signature of Responsible Relative _____

Date _____

Street Number or Rural Route _____

City or Town _____

NOTIFICATION OF ACTION AID TO THE BLIND

_____ COUNTY

TO:

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┐

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┘

State Number _____

County Number _____

Date _____

District _____

In accordance with the State law and the Rules and Regulations of the State Social Welfare Board, your application for

☐ Aid to Needy Blind

☐ Aid to Partially Self-supporting Blind Residents

has been acted upon by _____ County as stated below:

☐

1. Application granted beginning _____ in the amount of \$ _____. Total need \$ _____.

Source and amount of income which was subtracted _____

OR

☐

2. Application denied (for Definition of Blindness, see other side)

Because _____

OR

☐

3. The amount of your Aid to the Blind was changed as shown below:

Aid was DECREASED/INCREASED beginning _____ to \$ _____. Total need \$ _____.

(cross out one)

Source and amount of any income which was subtracted _____

OR

☐

4. Aid was STOPPED (date) _____

Because _____

The grant of aid, or any change in the amount of aid, is based on your present circumstances, and is in accord with the present law. The amount of aid granted may be changed when there is a change in your circumstances.

If you do not understand this notice, or are not satisfied with the action taken, see the County Welfare Department

located at _____ to discuss any questions you have.

COUNTY WELFARE DEPARTMENT

By _____

If you move, it is wise to inform your County Welfare Department before you move, either out of the county or to a new address inside the county. Otherwise, your check might be held because the County Welfare Department does not know where to send it.

When you signed your application you agreed to tell the County Welfare Department about any changes in your circumstances. This means finances, purchase or sale of real or personal property, income from property, earnings, or from your children or other resources. You are, therefore, urged to discuss promptly with your County Welfare Department any changes in your circumstances or financial condition.

You should inform us if you have medical or other special needs such as increased rent, increased taxes, increased expense for light, gas or other utilities, expense for repair of your home, extra expense because you have to eat your meals in restaurants, etc. The circumstances may be such that we can make no change in the amount of your grant. However, if an increase in your grant should be possible, there is no way that we can increase your grant unless you report your needs to us.

ECONOMIC BLINDNESS:

TO BE ELIGIBLE FOR AID TO THE BLIND, A PERSON'S EYESIGHT CANNOT BE MORE THAN ONE-TENTH OF "NORMAL VISION." THIS MEANS THAT, IN GENERAL, OBJECTS CAN BE RECOGNIZED ONLY WHEN BROUGHT WITHIN ONE-TENTH OF THE DISTANCE AT WHICH THEY CAN BE RECOGNIZED WITH NORMAL VISION. SUCH VISION IN THE BETTER EYE, WHEN CORRECTED WITH THE BEST POSSIBLE GLASS, WOULD BE RECORDED AS 20/200 OR LESS. VISION GREATER THAN 20/200 WOULD NOT BE CLASSED AS BLINDNESS UNLESS THERE WAS AN EQUALLY DISABLING LOSS OF "SIDE" VISION.

DEFINITION OF BLINDNESS:

The exact definition of economic blindness as used in California to determine eligibility for Aid to the Blind follows:

1. In general, central visual acuity of 20/200 or less in the better eye, with the aid of the best possible correcting glass, shall be considered blindness.
2. Central visual acuity better than 20/200 shall be considered as blindness only when the peripheral field has contracted to such an extent that the widest diameter of the remaining visual field is not greater than 20 degrees. The maximum diameter of the field is taken into consideration and not the radius.
3. In cases where central visual acuity is better than 20/200 and remaining peripheral fields exceed 20 degrees, but are so placed, or shaped, as to be of little practical use, or in an operated eye when the State Ophthalmologist feels that the disability inherent in the eye condition present indicates greater disability than the usual 20/200, the State Ophthalmologist shall use his discretion in recommending approval for aid if the report of pathology is of such character as to prevent applicant from providing

information regarding your

20/200 can identify a standard object (the Snellen Test chart), while an individual with normal vision can identify the same object at a distance of 200 feet. This measurement relates to distance vision.

Visual acuity is indicated by a fraction; the numerator indicates the distance of vision as measured by the Snellen Test chart, and the denominator indicates the size of the letter which can be seen on the Snellen Testing chart. For example, 6/20 central visual acuity indicates the applicant can read a "20 foot" letter on the chart at a distance of six feet.

The applicant must have 20/200 or less, such as 3/200, 15/200, 10/300, or 15/400, to be eligible for aid on the basis of central visual acuity.

(In general, an individual meeting the definition of blindness with a visual acuity of 20/200 in the better eye may be considered to have 1/10th of "normal vision" in that eye; a person with a visual acuity of 10/300 vision may be considered to have 1/30th of "normal vision." A person with a visual acuity of 20/100, which is better vision than 20/200, may be considered to have 1/5th of "normal vision.")

(In general, a person whose field of vision is so impaired as to come within the definition of blindness, or restricted to 20 degrees, may be described as being able to see an object as though he were looking through a gun barrel. This frequently is called "gun barrel vision.")

Notification of Suspended (Withheld) Aid Payments

AID TO THE BLIND

_____ COUNTY

To:

State Number _____

County Number _____

Date _____

District _____

Your Aid to the Blind check for the month of _____ has been suspended (withheld) pending completion of investigation of your eligibility to receive it. This action was necessary because

Every effort is being made to complete the investigation promptly and if you are found eligible to receive the check it will be sent to you. Otherwise the aid can not be paid.

Aid is granted on the basis of your present circumstances and in accord with the existing law. The amount of your aid is subject to revision when your circumstances change.

If you do not understand this notice, or are dissatisfied with the action taken, contact the County Welfare Department located at _____ for discussion of any questions involved.

COUNTY WELFARE DEPARTMENT

By _____

If you have any questions or you desire further information regarding your application or the amount of aid paid to you.

You may get in touch with your social worker who will be glad to discuss your problem with you. All facts and any further information you wish to present will be given careful consideration. If an adjustment is in order, it will be made.

You may request a hearing before your county board of supervisors. If you wish such a hearing it must be requested within 30 days from the date of this notice.

You may inform the nearest office of the State Department of Social Welfare of your complaint by calling in person, or writing to that office. The department will then notify the county welfare department. Upon receipt of this notification the county welfare department will review the facts in your case. If they determine that you are entitled to an adjustment it may be possible to settle your complaint without further action on your part.

You may appeal for a hearing, and a decision by the Social Welfare Board. Your appeal must be in writing. A letter is sufficient but you must state that you want a hearing and tell why you are dissatisfied. If you wish to appeal send your letter requesting a hearing to the nearest office of the State Department of Social Welfare. Appeals must be filed within 90 days of the action with which you are dissatisfied. If you have already requested a hearing before the county board of supervisors you may not appeal to the State Department of Social Welfare until the Board of Supervisors has made its decision.

Offices of the State Department of Social Welfare are located at:

Mirror Building, 145 South Spring Street, Los Angeles 12, California.

1530 Capitol Avenue, Sacramento 14, California.

Pacific Building, 821 Market Street, San Francisco 3, California.

ECONOMIC BLINDNESS:

TO BE ELIGIBLE FOR AID TO THE BLIND, A PERSON'S EYESIGHT CANNOT BE MORE THAN ONE-TENTH OF "NORMAL VISION." THIS MEANS THAT, IN GENERAL, OBJECTS CAN BE RECOGNIZED ONLY WHEN BROUGHT WITHIN ONE-TENTH OF THE DISTANCE AT WHICH THEY CAN BE RECOGNIZED WITH NORMAL VISION. SUCH VISION IN THE BETTER EYE, WHEN CORRECTED WITH THE BEST POSSIBLE GLASS, WOULD BE RECORDED AS 20/200 OR LESS. VISION GREATER THAN 20/200 WOULD NOT BE CLASSED AS BLINDNESS UNLESS THERE WAS AN EQUALLY DISABLING LOSS OF "SIDE" VISION.

DEFINITION OF BLINDNESS:

The exact definition of economic blindness as used in California to determine eligibility for Aid to the Blind follows:

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2. Central visual acuity better than 20/200 shall be considered as blindness only when the peripheral field has contracted to such an extent that the widest diameter of the remaining visual field is not greater than 20 degrees. The maximum diameter of the field is taken into consideration and not the radius.
3. In cases where central visual acuity is better than 20/200 and remaining peripheral fields exceed 20 degrees, but are so placed, or shaped, as to be of little practical use, or in an operated eye when the State Ophthalmologist feels that the disability inherent in the eye condition present indicates greater disability than the usual 20/200, the State Ophthalmologist shall use his discretion in recommending approval for aid if the report of pathology is of such character as to prevent applicant from providing himself with the necessities of life.

An individual with a central visual acuity of 20/200 can identify a standard object (the Snellen Test Character) at a distance of twenty feet, while an individual with normal vision can identify the same object at a distance of 200 feet. The statement relates to distance vision.

Central visual acuity is indicated by a fraction; the numerator indicates the distance of vision as measured by feet, and the denominator indicates the size of the letter which can be seen on the Snellen Testing chart. For example, 6/200 central visual acuity indicates the applicant can read a "200 foot" letter on the chart at a distance of six feet.

The applicant must have 20/200 or less, such as 3/200, 15/200, 10/300, or 15/400, to be eligible for aid on the basis of central visual acuity.

(In general, an individual meeting the definition of blindness with a visual acuity of 20/200 in the better eye may be considered to have 1/10th of "normal vision" in that eye; a person with a visual acuity of 10/300 vision may be considered to have 1/30th of "normal vision." A person with a visual acuity of 20/100, which is better vision than 20/200, may be considered to have 1/5th of "normal vision.")

(In general, a person whose field of vision is so impaired as to come within the definition of blindness, or restricted to 20 degrees, may be described as being able to see an object as though he were looking through a gun barrel. This frequently is called "gun barrel vision.")

State No. _____

APPEAL TO THE
STATE SOCIAL WELFARE BOARD

The Welfare and Institutions Code requires that an appeal for a hearing before the Social Welfare Board shall be made within ~~three~~ ^{20 days} months after the action with which the applicant or recipient is dissatisfied (Section 104.5).

I, _____, living at
(Name)_____
(Address)

hereby appeal for a hearing before the State Social Welfare Board from the action taken by _____ County regarding my application for or receipt of _____
(Assistance Program)

The reasons for my appeal are as follows: _____

_____Signed _____ on _____
(Date)

IF YOU DESIRE TO APPEAL, THIS FORM SHOULD BE SIGNED AND RETURNED PROMPTLY TO THE STATE DEPARTMENT OF SOCIAL WELFARE AT:

County
 NOTIFICATION OF FINDING OF
 LIABILITY OF RESPONSIBLE RELATIVE

AID TO THE BLIND

 County

TO _____ County No. _____
 _____ State No. _____
 _____ District _____

The records of the County Welfare Department show that you are now contributing
 \$ _____ to the support of _____
 Name of Applicant or Recipient

It is now necessary according to the information given by you and according to
 the Relatives' Contribution Scale to set the amount of your liability for the support
 of your _____. Your liability is determined to be
 \$ _____ a month, effective from _____. This determination is based upon
 the finding that your financial circumstances are as follows:

- | | | | |
|-------------------------------|----------|---|----------|
| 1. Total gross monthly income | \$ _____ | 3. Number of dependents . . . | _____ |
| 2. Total net monthly income . | \$ _____ | 4. Degree of liability as deter-
mined by Relatives' Contribu-
tion Scale | \$ _____ |

Remarks, if any: _____

Your contribution as shown above will meet the requirements set by the Welfare
 and Institutions Code. If there is any change in your circumstances or the amount
 of your contribution, please notify the County Welfare Department.

If you have any questions regarding this notification, please discuss them with
 the County Welfare Department located at _____
 Address

 County Welfare Director

 Date

County
 NOTIFICATION OF BOARD OF SUPERVISORS' FINDING
 OF LIABILITY OF RESPONSIBLE RELATIVE

AID TO THE BLIND

_____ County

TO _____ County No. _____
 _____ State No. _____
 _____ District _____

In accord with the duty imposed by Sections 3088 or 3474 of the Welfare and Institutions Code your liability for support of _____ is
Name of Applicant or Recipient
 determined to be \$ _____ a month, effective from _____
Date of Board of Supervisors' Action

This determination is based upon the finding of the Board of Supervisors that your financial circumstances are as follows:

1. Total gross monthly income \$ _____ Number of dependents.
2. Total net monthly income \$ _____ Degree of liability as deter-
 mined by Relatives' Contribu-
 tion Scale \$ _____

REMARKS: (Include explanation for any modification in degree of liability as determined by the scale)

If you do not contribute henceforth in accordance with the above-specified amount it may be necessary to request the district attorney or other civil legal officer to proceed against you in the order of your responsibility to support.

If you have questions regarding this notification you should discuss them with the county welfare department located at _____
Address

By action of the *County of* ~~Board of Supervisors of~~

_____ County this
 _____ day of _____ 19____

 Signature of County Clerk or Deputy

Certified as a Regulation (or as
Regulations) of the

Department of Social Welfare
(Name of State Agency)

C. J. Rebovland
(Signature)

Director
(Title)

8/7/53
(Date)

AREA OFFICES

LOS ANGELES OFFICE
MICHIGAN 8411
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SACRAMENTO OFFICE
GILBERT 2-4711
P.O. BOX 816
4

SAN FRANCISCO OFFICE
EXBROOK 2-8751
PACIFIC BUILDING
821 MARKET STREET
3

Earl Warren
Governor

STATE HEADQUARTERS

SACRAMENTO
GILBERT 2-4711
616 K STREET
14

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

August 7, 1953

Hon. Frank M. Jordan
Secretary of State
Room 117, State Capitol
Sacramento, California

ADDRESS REPLY TO:

616 K. Street
Sacramento 14

Dear Mr. Jordan:

Attached are three copies of regulations which will be issued by the State Department of Social Welfare with Aid to Needy Children Manual Letter No. 26.

These regulations were adopted by the State Social Welfare Board on July 24, 1953, pursuant to the powers conferred upon it by the Welfare and Institutions Code under Sections 103, 103.5, and 114(b), and are being filed in accordance with Section 11380 of the Government Code.

These regulations are effective September 9, 1953

Very sincerely yours,

Charles I. Schottland
Charles I. Schottland
Director

Attachments

FILED

in the Office of the Secretary of State
of the State of California

AUG 7 - 1953

At 3 P.M.
FRANK M. JORDAN, Secretary of State
By *Wm. J. Gray*
Assistant Secretary of State

C-140 INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM
(Rev.)

AUG 14 1953

A. General Instructions

FRANK M. JORDAN, Secretary of State

The application is the applicant's sworn statement requesting ANC and giving basic information relating to eligibility.

The Application for Aid to Needy Children, Form CA 200, consists of two parts. Part One is designed to require a minimum amount of information to enable the county to initiate action promptly at the time assistance is requested and to fix the date of application for purposes of determining the beginning date of assistance. Part Two is designed to provide the applicant's statement of the facts pertaining to eligibility which the county will use in its investigation and determination of eligibility. If, at the time of request for assistance, the applicant is not prepared to give the more detailed information in Part Two, the form may be completed at a later date. However, no application is complete and assistance shall not be granted until both sworn statements are signed.

The county is responsible for informing the applicant that the forms are signed under oath and subject to the penalties for perjury as provided in the Penal Code, and for explaining the application process and the entries to be made and their effect on eligibility. Entries may be made by the applicant with the county worker's help or may be made by the worker. In the latter instance, the form shall be read by or to the applicant before his signature under oath is affixed. The forms shall be completed in sufficient copies that the originals can be filed in the case record and one copy of each form shall be given to the applicant at the time each form is signed.

B. Instructions for Part One of the Application for Aid to Needy Children

County of. Enter the name of the county in which application is being made.

State No. Enter the state number when one is assigned to the case.

County No. Enter the county number assigned to the application.

Former State No. If ANC has previously been received for the same child, in the same or another county, enter the former state number (including the county prefix), if known. If the application is for an additional child in a family already receiving ANC, enter the state number of the family.

Name of Applicant. Print or type the full name of the applicant. Enter any aliases the applicant may have after the true name. A woman is to use her own given name, not her husband's given name.

Relationship to Children. Enter the relationship (family or other) of the applicant to the children for whom application is being made; e.g., mother, aunt, guardian, probation officer, etc.

(a) To conform to SB 805

Address, City. Enter the complete mail address of the applicant.

Full Name of Child. Enter the given and surname of each child for whom assistance is requested.

Name of Father. Name of Mother. Enter the given and surname of the natural or adoptive father and mother of each child listed. If the name of either parent is not known, enter "unknown."

Signature of Applicant. The applicant is to make his usual signature, either his true name or his alias. A woman is to use her own given name, not her husband's given name. An applicant who usually prints his name may sign his name in this manner. A typewritten name, a carbon copy of a signature, or a rubber stamp imprint is not an acceptable signature. If the applicant is unable to sign his name, a mark or thumb print may be used. In this case, the signatures of two persons are required as witnesses.

Acknowledgment. The applicant's signature on Part One of the application shall be acknowledged under oath before the director or his representative authorized to take such acknowledgment. The date of the acknowledgment is the date of application.

Number of Statements of Facts Required and Attached to the Application. The county shall enter the number of sets of children listed who have both parents in common, and for whom Forms CA 200 Part Two are attached.

(a)

C. Instructions for Part Two of the Application for Aid to Needy Children - Statement of Facts Relating to Eligibility for Aid to Needy Children

A separate statement shall be completed for each set of children having both parents in common and listed on Part One of the application.

Application-Affirmation. The county shall check the appropriate box to indicate whether the form is being completed as part of the application or as the recipient's affirmation of eligibility.

Identifying Information. Enter the County, State No., County No., Former State No., Name of Applicant, Relationship to Children, Address, and City as provided in Item B for Part One of the Application.

Social Security Numbers,

1. Names and Addresses of Parents. Enter the given name and surname, social and the address of the natural or adoptive mother and father of security number the children listed below in the appropriate line. If either parent is dead, enter "deceased" in place of address. If the whereabouts of either parent is unknown, enter "unknown" in place of address. However, if part of the address is known, such as city or state, as much as is known should be entered. If there is no social security number enter "none", if the social security number is

(a) To conform to SB-805, not known enter "unknown".

4. On what date did mother last come to California? Enter the date the mother last came to California if she is now in California. Enter "not in California" if she is living out of the state.
5. Do the Children and Parents Living Together Own or Have an Interest in Real Property? Enter "yes" if any or all of the children or either or both of the parents living in the home, together or separately, own or have any interest in real property. Otherwise, enter "no."
- a. Description and Locations. Is it mortgaged? Mortgage held by: If property is owned, describe, as "house," "vacant lot," "20 acre farm," etc., and give location of property. Indicate whether the property is mortgaged and enter the name and address of the mortgagor, if any. If no property is owned enter "none".
- b. Does the parent not living in the home own real property? Enter "yes" if the applicant knows the absent parent owns or has an interest in real property. Enter "no" if the applicant knows the absent parent does not own real property. Enter "unknown" if the applicant does not know or is not certain as to whether or not the absent parent owns real property. Describe and give location of any property owned.
6. Do the Children and the Parents Living Together Have Personal Property? Enter "yes" if any or all of the children or either or both of the parents living in the home, together or separately, have personal property. (See Sec. C-327-B). Otherwise, enter "no."
- a. Cash and Bank Account. Enter the amount of cash on hand, and amount in bank and enter the name of the bank.
- b. Life Insurance. Enter the names of the companies with which the parents and children are insured and indicate the number of policies carried with each company.
- c. Automobile. Enter the year, make and model of any automobile owned or being purchased.
- d. Securities. Describe any securities owned, e.g., "three-\$25 war bonds."
- e. Other. Describe any other personal property owned.
- f. Does the parent not living in the home have personal property? Enter "yes" if the applicant knows the absent parent has personal property. Enter "no" if the applicant knows the absent parent does not have personal property. Enter "unknown" if the applicant does not know or is not certain as to whether or not the absent parent has personal property. Describe any personal property the absent parent has.

(a) To conform to SB-805.

- and place Date last came to California.
2. Full Name of Child. Address. Date of Birth. Enter the full names of the children of the parents listed above who were also included on Part One of the Application. Enter the full address of each child wherever he is living. Enter the month, day, and year of birth of each child and the name of the state in which he was born. Enter the date the child not born in California last came to this state.
3. Status of Parents.
- a. Is either parent dead? Enter "no" if both parents are living. Enter "yes" if either or both parents are dead. Designate which parent is dead by entering "mother," "father," or "both."
- b. Is either parent living out of the home? Enter "no" if both parents are living together in the home with the children. Enter "yes" if either or both parents are living away from the home and children. Designate which parent or both, and enter the date the parent left the home.
- c. Is either parent disabled? Enter "no" if neither parent is disabled. Enter "yes" if in the applicant's opinion either or both parents are unable to engage in any full time regular employment due to a physical or mental disability. Designate which parent is disabled by entering "father," "mother," or "both." Describe briefly the nature of the disability in the applicant's words. (a)
- d. Is child relinquished for adoption and found unplaceable? Enter "yes" if the child has been relinquished for adoption to an adoption agency licensed by the State Department of Social Welfare, the relinquishment has been filed with the State Department of Social Welfare, and the adoption agency has certified that the child is unplaceable for adoption. Otherwise, enter "no."
4. State Residence.
- a. Which children were born in California? Enter the names of those children listed above who were born in California. If none of the children were born in California, enter "none."
- b. Which children were not born in California and on what dates did they last come to California? Enter the names of those children who were not born in California and specify for each the date he last came to California to live. If all of the children were born in California, enter "none."
- a. On what date did father last come to California? Enter the date the father last came to California if he is now in California. Enter "not in California" if he is living out of the state.

(a) To conform to SB 805.

7. Was Any Real or Personal Property Owned by Parents or Children Disposed of During the Last Year? Enter "yes" if the children and the parents living in the home disposed of any real or personal property during the past year and describe the transaction. Otherwise, enter "no."
8. Was Any Real or Personal Property Owned by the Absent Parent Disposed of During the Past Year? Enter "yes" if the absent parent disposed of any real or personal property during the last year and describe the transaction. Enter "no" if no property was disposed of. Enter "unknown" if it is not known whether the absent parent has disposed of property.
9. Did the Family Have Any Income Other Than Public Assistance During the Last 3 months? Enter "yes" if the family had any income during the 3 months prior to the current month. Otherwise, enter "no".
 - a. Average of last 3 months earnings of parent with whom the children live. Enter the average gross monthly earnings of the parent during the 3 months prior to the current month. Otherwise, enter "none."
 - b. Average of last 3 months contribution from parent not living with children. Enter the average monthly contribution during the 3 months prior to the current month. Otherwise, enter "none".
 - c. Other. Enter the source of any other income received during the 3 months prior to the current month and the average monthly amount of income for this period from each source.
10. Is Either Parent or Any Child in the Home Employed? Enter "yes" if any such person is employed and give name of person, name of employer, and amount of weekly or monthly wage.
11. List the name of each child 16 or 17 years of age and indicate opposite his name whether he is regularly attending school, disabled, employed, or unemployed. Self explanatory.

Signature of Applicant. The applicant is to make his usual signature, either his true name or his alias. A woman is to use her own given name, not her husband's given name. An applicant who usually prints his name may sign his name in this manner. A typewritten name, a carbon copy of a signature, or a rubber stamp imprint is not an acceptable signature. If the applicant is unable to sign his name, a mark or thumb print may be used. In this case, the signatures of two persons are required as witnesses.

Acknowledgment. The applicant's signature on Part Two of the application shall be acknowledged under oath before the director or his representative authorized to take such acknowledgment.

APPLICATION FOR AID TO NEEDY CHILDREN

PART ONE

County of _____

State No. _____

To the Honorable Board of Supervisors:

County No. _____

Former State No. _____

I, _____

Name of Applicant (Print or Type Name in Full)

Relationship to Children _____

residing at _____

Address _____

City _____

hereby

make application for Aid to Needy Children for the following children who are under eighteen years of age:

	<u>Full Name of Child</u>	<u>Name of Father</u>	<u>Name of Mother</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____

Any person who signs this application and who wilfully states as true any material matter which he knows to be false is subject to the penalties prescribed for perjury in the Penal Code of the State of California. Sec. 1550 of the W&I Code.

I will notify the county welfare department of any real or personal property transactions, change in income or other financial conditions, marriage of any of the above children, or remarriage of either parent of these children, any change in address, or if a parent is absent from the home, any information regarding his address or whereabouts or his return to the home. I solemnly swear or affirm that the statements made herein are true and correct to the best of my knowledge and belief.

Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, 19____

Name _____

Title _____

(SIGNATURE OF PERSON AUTHORIZED TO ACKNOWLEDGE AN
AFFIDAVIT AND WHO EXPLAINED AND ASSISTED IN COM-
PLETION OF THIS FORM)

FOR COUNTY USE ONLY

Number of Statements of Facts
required and attached to Part
One of this Application

IMPORTANT NOTICE

Your County Welfare Department wants you to receive Aid to Needy Children payments for eligible children promptly and in the right amount.

The County Welfare Department should be notified immediately if the children move to another address. Otherwise, the next Aid to Needy Children check may be late if it is mailed to the wrong address.

Any change in the family's or children's circumstances should be reported promptly. If changes are not reported promptly you may not receive the full amount of aid to which the children are entitled or you may receive aid to which the children are not entitled. If you receive aid to which the children are not entitled, we must demand that you make repayment to us.

The following are the kinds of changes you must report:

Real property is bought or sold by the parents or children.

Personal property is acquired or sold by the parents or children.

Any of the children marry or either parent of the children remarries.

Changes of address for the parent not living in the home or information regarding the whereabouts of the absent parent.

An absent parent returns to the home or an incapacitated parent recovers sufficiently that he is able to work.

Children 16 or 17 years of age stop attending school or if they are employed become unemployed.

The parents or children begin to receive income from earnings, contributions from persons, unemployment or disability benefits, veterans' benefits, Old Age and Survivors Insurance, rent, or income from any other source.

Income changes. Even if you have already notified us that the children or their parents are receiving income from some source, you must let us know if that income increases, decreases, or stops.

Needs change. You should notify us if you have increased or special needs such as increased housing expenses, increased expense for utilities, expense for employment, need for medical care, need for replacement of household equipment, etc.

The circumstances may be such that we can make no change in your Aid to Needy Children payment. However, if an increase in your payment is possible, there is no way we can increase your payment unless you report your needs to us promptly.

You must notify us if your expenses decrease or if you no longer have an expense which you previously reported -- for instance, if your rent decreases or payment for a special need is completed.

When there is any change in the circumstances of the family or children notify us immediately by letter, by calling at our office, or by telephone. Our address is given on the front of this sheet. Do not delay until someone from our department calls on you.

County Welfare Department

* * * * *

If you have any questions or you desire further information regarding your application or the amount of aid paid to you:

You may get in touch with your social worker who will be glad to discuss your problem with you. All facts and any further information you wish to present will be given careful consideration. If an adjustment is in order, it will be made.

You may inform the nearest office of the State Department of Social Welfare of your complaint by calling in person, or writing to that office. The Department will then notify the county welfare department. Upon receipt of this notification, the county welfare department will review the facts in your case. If they determine that you are entitled to an adjustment, it may be possible to settle your complaint without further action on your part.

You may appeal for a hearing and a decision by the Social Welfare Board. Your appeal must be in writing. A letter is sufficient but you must state that you want a hearing and tell why you are dissatisfied. If you wish to appeal send your letter requesting a hearing to the nearest office of the State Department of Social Welfare. Appeals must be filed within 90 days of the action with which you are dissatisfied.

Offices of the State Department of Social Welfare are located at:

Mirror Building, 145 South Spring Street, Los Angeles 12, California
1530 Capitol Avenue, Sacramento 14, California
Pacific Building, 821 Market Street, San Francisco 3, California

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Real property is bought or sold by the parents or children.

Personal property is acquired or sold by the parents or children.

Any of the children marry or either parent of the children remarries.

Changes of address for the parent not living in the home or information regarding the whereabouts of the absent parent.

An absent parent returns to the home or an incapacitated parent recovers sufficiently that he is able to work.

Children 16 or 17 years of age stop attending school or if they are employed become unemployed.

The parents or children begin to receive income from earnings, contributions from persons, unemployment or disability benefits, veterans' benefits, Old Age and Survivors Insurance, rent, or income from any other source.

Income changes. Even if you have already notified us that the children or their parents are receiving income from some source, you must let us know if that income increases, decreases, or stops.

Needs change. You should notify us if you have increased or special needs such as increased housing expenses, increased expense for utilities, expense for employment, need for medical care, need for replacement of household equipment, etc.

The circumstances may be such that we can make no change in your Aid to Needy Children payment. However, if an increase in your payment is possible, there is no way we can increase your payment unless you report your needs to us promptly.

You must notify us if your expenses decrease or if you no longer have an expense which you previously reported -- for instance, if your rent decreases or payment for a special need is completed.

When there is any change in the circumstances of the family or children notify us immediately by letter, by calling at our office, or by telephone. Our address is given on the front of this sheet. Do not delay until someone from our department calls on you.

County Welfare Department

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If you have any questions or you desire further information regarding your application or the amount of aid paid to you:

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You may appeal for a hearing and a decision by the Social Welfare Board. Your appeal must be in writing. A letter is sufficient but you must state that you want a hearing and tell why you are dissatisfied. If you wish to appeal send your letter requesting a hearing to the nearest office of the State Department of Social Welfare. Appeals must be filed within 90 days of the action with which you are dissatisfied.

Offices of the State Department of Social Welfare are located at:

Mirror Building, 145 South Spring Street, Los Angeles 12, California
1530 Capitol Avenue, Sacramento 14, California
Pacific Building, 821 Market Street, San Francisco 3, California

STATEMENT OF FACTS RELATING TO ELIGIBILITY

☐ APPLICATION
☐ REDETERMINATION

STATE OF CALIFORNIA

State No. _____

County of _____

County No. _____

Former State No. _____

I, _____
Name of Applicant or Recipient (Print or Type Name in Full) Relationship to Children _____
residing at _____ Address _____ City _____ hereby

make the following statements relating to the parents and children listed below:

1. *NAMES, SOCIAL SECURITY NUMBERS AND ADDRESSES OF PARENTS (If deceased or whereabouts unknown, indicate in place of address):

Mother	Name	Social Security Number	Address
Father	Name	Social Security Number	Address

2. FULL NAME OF CHILD

(List only children of above parents)

Address

Date and Place
of BirthDate Last Came
to California

a.				
b.				
c.				
d.				
e.				
f.				
g.				

3. STATUS OF PARENTS:

a. Is either parent dead? _____ Which? _____
b. Is either parent living out of the home? _____ Which? _____ Since what date? _____
c. Is either parent disabled? _____ Which? _____ Describe Disability _____
d. Is the child relinquished for adoption and found unplaceable? _____

4. STATE RESIDENCE:

a. On what date did father last come to California? _____
b. On what date did mother last come to California? _____

5. DO THE CHILDREN AND PARENTS LIVING TOGETHER OWN OR HAVE AN INTEREST IN REAL PROPERTY? _____ IF YES, LIST ALL PROPERTY BELOW. IF NO, ENTER "NONE."

a. Description and Locations	Is it Mortgaged?	Mortgage Held By:

b. Does the parent not in the home own real property? _____ If yes, describe _____

6. DO THE CHILDREN AND THE PARENTS LIVING TOGETHER HAVE PERSONAL PROPERTY? _____ IF YES, INDICATE BELOW.

a. Cash and bank account \$ _____	Cash	Bank Account	Name of Bank
b. Life insurance	Name of insurance companies and number of policies carried with each		
c. Automobile: Year _____	Make	Model	
d. Securities (stocks, bonds, notes, etc.)	Describe		
e. Other, describe			
f. Does the parent not living in the home have personal property?	If yes, describe		

7. WAS ANY REAL OR PERSONAL PROPERTY OWNED BY PARENTS OR CHILDREN DISPOSED OF DURING THE LAST YEAR? _____ IF YES, INDICATE BELOW

8. WAS ANY REAL OR PERSONAL PROPERTY OWNED BY THE ABSENT PARENT DISPOSED OF DURING THE LAST YEAR? _____ IF YES, INDICATE BELOW

9. DID THE FAMILY HAVE ANY INCOME OTHER THAN PUBLIC ASSISTANCE DURING THE LAST 3 MONTHS? _____ IF YES, INDICATE BELOW.

a. Average of last 3 months earnings of parent with whom the children live \$ _____

b. Average of last 3 months contribution from parent not living with children \$ _____

c. Other _____ Source _____ Amount _____

10. IS EITHER PARENT IN THE HOME OR ANY CHILD IN THE HOME EMPLOYED? _____ ENTER "YES" IF ANY SUCH PERSON IS EMPLOYED AND GIVE NAME OF PERSON, NAME OF EMPLOYER AND AMOUNT OF WEEKLY OR MONTHLY WAGE _____

11. LIST THE NAME OF EACH CHILD 16 AND 17 YEARS OF AGE AND INDICATE OPPOSITE HIS NAME WHETHER HE IS REGULARLY ATTENDING SCHOOL, DISABLED, EMPLOYED, OR UNEMPLOYED _____

Any person who signs this statement and who wilfully states as true any material matter which he knows to be false is subject to the penalties prescribed for perjury in the Penal Code of the State of California. Sec. 1550 of the W&I Code.

I will notify the county welfare department of any real or personal property transactions, change in income or other financial conditions, marriage of any of the above children, or remarriage of either parent of these children, of any change in address, or if a parent is absent from the home, any information regarding his address or whereabouts or his return to the home. I solemnly swear or affirm that the statements made herein are true and correct to the best of my knowledge and belief.

Signature of Applicant _____

Subscribed and sworn to before me this _____ day of _____, 19 _____

Name _____ Title _____
(Signature of person authorized to acknowledge an affidavit and who explained and assisted in completion of this form)

*Note: A separate statement must be prepared for each set of children having parents in common.

READ THE IMPORTANT NOTICE PRINTED ON THE BACK OF THIS SHEET.

Aid shall be granted and paid to all eligible persons within the minimum possible time after the application is signed. The county shall initiate immediately all actions known to be necessary to complete the investigation and shall pursue the investigation with diligence through and including determination of eligibility and delivery of payment to those eligible to receive it.

Completion of the investigation within the "minimum possible length of time" requires elimination of all unnecessary actions and unnecessary periods of inactivity in the investigation process. Under such circumstances it follows that the case in which the applicant is able to submit proof in support of his statement of eligibility or whose eligibility determination presents no complications can be processed in less time than the case which requires involved investigation.

Complicating factors which might necessitate a longer period of time to complete the investigation include: (1) delay in receipt of replies to requests for information from persons or agencies in another state or county; (2) involved real or personal property situations; (3) complications arising in the determination of continued absence of a parent from the home, etc. In any event, efforts directed toward establishing eligibility shall be continuing and without break during the entire investigation process.

The time involved to achieve prompt granting of aid to eligible persons is not related to the time limits established for the payment of retroactive aid on new application. (W&IC 103.3, 1550, 1560)

25% COTTON FIBRE

Voucher Bond
By FOX RIVER

Example 2: A child who is a member of a normal family group and whose parents are unable to meet his needs, due to an emergency such as disaster or widespread unemployment, would not be deprived of parental support or care in accordance with this definition. At no time is the ANC program intended to minimize the parent's responsibility for attending to the needs of his family.

The elapsed period or expected duration of deprivation has no bearing on the determination of eligibility except for continued absence of a parent from the home. (See Sec. C-240, Definition of Deprivation of Parental Support or Care by Reason of Continued Absence from the Home.)

(d) When the deprivation no longer exists, the county shall help the members of the family plan to meet their needs before assistance is discontinued. However, financial assistance shall not be continued for more than three monthly payments during the period of adjustment after the deprivation ceases.

(W&IC 1500, 1508, 1560)

The word "parent" means either the mother or the father, natural or adoptive, whether married or unmarried.

Deprivation of parental support or care is based on the status of the natural parents of the child, including the child who has been relinquished for adoption, until adoption is consummated or the adoption agency finds the relinquished child is unplaceable for adoption.

Inasmuch as the legal adoption of a child is designed to effect a complete substitution for the natural parents, eligibility of an adopted child shall be based upon the death, incapacity, or absence of the adoptive parents and not on that of the natural parents.

The presence of a stepfather in the home does not affect deprivation of parental support or care but may disqualify a child on the basis of need. (See Sec. C-356, D, for responsibility of a stepfather.)

(b)

In a family where there are the natural father, the stepmother, and a child or children living together, there is not eligibility for ANC because of the death or absence of the natural mother. (See Sec. C-356, Responsibility of Relatives)

(a)

A child may be deprived of either support or care. The word "support" means financial provision for meeting the needs of the child. The word "care" means the natural affection, supervision, physical care, and guidance necessary to the health and normal growth of the child as a participating member of his community.

The requirement of deprivation of parental support or care shall be considered as an eligibility factor separate from need. Both need and deprivation of parental support or care shall be determined. The parent's death, incapacity, or absence from the home is presumed to deprive a child of parental support or care. A child could be deprived of parental support or care and, because of income, not be in need, or he could be needy but not deprived of parental support or care in accordance with this definition.

Example 1: A child whose parents are deceased but who has income from property sufficient to maintain him in a suitable foster home or with a relative is deprived of both parental support and care, but might not be in need for purposes of ANC. Should the income cease, however, and need be established, the child would qualify for ANC from the standpoint of deprivation of parental support or care even though there was no immediate causal connection between the current need and the death of the parent.

(Continued)

(a) Deletion. Material incorporated in C-260.
(b) To conform to AB 1773.

The county shall determine the age of the child.

The narrative shall include the applicant's statement of the date of birth.

If the applicant can give definite, clear, and complete information and there is no doubt regarding the situation or if the records of the county provide the information, additional evidence is not required. If the applicant cannot give a complete or definite statement regarding the birth date or if there appears to be conflicting information, further evidence of age shall be obtained.

Portions of this section not relevant to changes are omitted from the agenda.

If a child is a foundling, a statement of the finder shall be secured, if possible. The approximate age only can be given. A statement from a physician as to the approximate age of the foundling may also be accepted.

Determination of eligibility for the unborn child shall be based on a physician's oral or written statement verifying pregnancy.

(b)

(W&IC 1560)

- (a) Section renumbered -- formerly C-265.
(b) Transfer from Section C-225.

~~(Rev.)~~

No child over the age of 18 years, or married child, is eligible for ANC. A child 16 to 18 years of age is not eligible unless he is regularly attending school, disabled, or employed and contributing to the family. The unborn child is eligible if pregnancy has been verified.

(a) &
(b)

A child is eligible until the end of the month in which the 16th or 18th birthday occurs, except that if the birthday is the first day of the month, assistance is payable only through the day preceding the birthday.

(a)

If the year of birth is established, but the exact day or month cannot be determined, the birth date shall be assumed to be the first day of the year. In such cases it shall be assumed that the age of 18 is reached on the first day of a year. If the month of birth is established, but the exact day cannot be determined, the birth date shall be assumed to be the first day of that month. (W&IC 1500, 1522, 1552.3, 1560)

~~(a) To conform to AB 1776~~

~~(b) To incorporate definition of "child" formerly included in C-225~~

(New)-

The county shall determine the regular attendance at school of the child 16 to 18 years of age. Usually the parent or caretaker will be able to provide sufficient information in an interview on which the county can base a determination. If there is reason to question school attendance, the county shall determine school attendance through the school authorities, either orally or in writing.

The determination of school attendance is required under the following conditions:

1. A new application is filed or restoration is requested for a child 16 to 18 years of age.
2. A child currently receiving assistance becomes 16.
3. A child 16 to 18 years of age previously determined to be disabled recovers.
4. A child 16 to 18 years of age previously determined to be employed and contributing to the family becomes unemployed.
5. A new school year begins for the child 16 to 18 years of age.

(W&IC 1500, 1560)

~~New section -- to conform to AB 1776.~~

Regular school attendance is defined as:

1. Enrollment in a public or private grade school, high school, trade school, or college maintaining full-time curriculum.
2. Enrollment in home instruction under the public school system if the child is unable to attend school.

Intermittent or temporary absence from school does not affect eligibility provided such absences do not result in termination of enrollment. Temporary absence is defined as absence for reasons customarily accepted under the compulsory attendance laws, or occasioned by religious holidays, regular vacation period, ill health of the child, family crisis, temporary work permits, or suspension of not over two weeks.

Enrollment is considered to be terminated upon:

1. Completion of course, except where the child has been graduated from high school and has definite plans to enter a school after the vacation period (i.e., has enrolled or has made application for admittance).
2. Abandonment of course.
3. Failure to resume course.
4. Expulsion.

If application is made or restoration is requested during the vacation period for a child 16 to 18 years of age and he does not enroll in school at the beginning of the new school year, eligibility ceases at the end of the month in which the new school year begins unless the child is determined to be disabled or employed and contributing to the family.

If a child 16 to 18 years of age terminates enrollment prior to the close of the school year, eligibility for that child ceases effective the last day of the month in which termination of enrollment occurs unless he is determined to be disabled or employed and contributing to the family.

(W&IC 1500, 1560).

~~New section -- to conform to AB 1776.~~

If the child is 16 to 18 years of age, is not regularly attending school and is not employed and contributing to the family and the claim is made that he is unable to do either, the county shall determine disability. The determination shall be based on one or a combination of the following:

1. Observation of the worker, establishing the presence of an infirmity that has resulted in substantial and obvious disability. In such cases, the family's description of the history of the disability shall be recorded with the worker's observations of the present condition.
2. A physician's oral or written statement regarding the child's physical condition and the limitations imposed by the condition. The physician's statement shall include the diagnosis, prognosis, recommendations for treatment, and recommendations as to re-examination.
3. A report from a qualified psychologist or from the school records in cases of mental deficiency, including a statement to the effect that the child would be unable to profit by further schooling or is unable to undertake employment.

A redetermination of disability is required whenever the physician recommends re-examination or the disability is not obvious or other information indicates the child may have recovered sufficiently to return to school or to avail himself of employment opportunities.

(W&IC 1560)

~~New Section to conform to AB 1776.~~

Disability of the child 16 to 18 years of age is defined as any physical or mental incapacity, partial or total, temporary or permanent, which renders it difficult or unprofitable for the child to attend school and so limits his job opportunities that he is unable to undertake employment. The child shall be considered to be disabled if the type of work to which he could be expected to adapt himself in view of his incapacity is not available in the community.

(a)

(W&IC 1500, 1560)

~~(a) New section to conform to AB 1776.~~

If the child 16 to 18 years of age is not regularly attending school in accordance with the provisions of Sec. C-262, is not disabled in accordance with Sec. C-264 but is employed full or part time, the county shall determine whether or not he is contributing to the family. This determination shall be made by applying the provisions of Sec. C-364C in determining net income from earnings of the minor. If there is net income to the family budget unit of \$2 or more, or if the child is in a boarding home or institution, there is net income of \$2 to be applied toward meeting the cost of his essentials including care and supervision, eligibility for this factor is established.

A redetermination of employment and contribution is required whenever the net income ceases or is decreased to less than \$2 per month. If the decrease or cessation of net income is due to re-enrollment for regular school attendance, or to disability of the child, eligibility is not affected.

(W&IC 1500, 1560.)

~~New section -- to conform to AB 1776 --~~

The unemancipated minor, needy emancipated minor, or child in a boarding home or institution, 16 to 18 years of age, shall be considered to be employed and contributing to the family, if he is employed full or part time and earning a sufficient amount that when his net income is determined in accordance with Sec. C-364, C., there is net income of \$2 or more available to be applied toward meeting the needs of the family budget unit or if the child is in a boarding home or institution, there is net income of \$2 or more available to be applied toward meeting the cost of his essentials, including care and supervision. Such children may be attending school part time or may be partially incapacitated.

If the emancipated child is earning an amount sufficient to meet his total needs, he shall not be considered needy and shall not be eligible. (See Sec. C-364, C.2.) (W&IC 1500, 1560.)

~~New section -- to conform to AB 1976~~

Subsections A and B of this section not relevant to changes are omitted from the agenda.

C. MINORS IN THE FAMILY BUDGET UNIT

The county shall determine whether or not the minor is currently emancipated, since this affects the treatment of income.

1. Earnings of Unemancipated Minor - The net monthly income to the family budget unit from the unemancipated minor's earnings shall be determined by deducting from his take-home pay (the amount remaining after all obligatory deductions are made) the following:
 - a. An amount not to exceed \$15 of the take-home pay for personal incidentals, increased recreational needs, and community participation.
 - b. An amount which may be set aside by the minor from earnings for future educational plans agreed upon with the county provided such savings are within the eligibility requirements for personal property as set forth in Sec. C-325. The plans agreed upon shall be recorded in the narrative in accordance with Sec. C-200.
 - c. The actual expenses incurred because of employment, as follows:
 - (1) Additional food - the cost of lunches or other meals necessarily purchased away from home due to employment.
 - (2) Additional clothing - the cost of purchase of clothing for employment. While purchase of new clothing may not be necessary, employment may result in increased cost of clothing replacement.
 - (3) Laundry and cleaning service - the cost of laundry and cleaning service if necessary because of employment.
 - (4) Transportation - the cost of transportation incident to employment.
 - (5) Union dues - if paid.
 - (6) Equipment - the cost of tools or other equipment necessary for employment, a program of vocational rehabilitation, or a plan to assist in the maintenance and self-support.
 - (7) Other expenses incident to the employment.

In determining net income for unemancipated minors 16 to 21 years of age who are not regularly attending school, amounts for items a and b shall not be deducted in such amounts that there will be less than \$2.00 net income per month.

(a)

The county shall determine whether there are relatives responsible for the support of the child, or his parent, or other needy relative included in the family budget unit. Assistance shall not be denied or withheld pending this determination.

Subsections A and B of this section not relevant to changes are omitted from the agenda.

C. RESPONSIBILITY OF MINORS

The father and mother are entitled to custody, services, and earnings of the unmarried unemancipated minor child. The mother is entitled to the custody, services, and earnings of an illegitimate child. The emancipation of the minor child does not relieve the child of his responsibility to maintain his parent, who is needy, to the extent of his ability. The emancipated minor child is not responsible for the support of his brothers, and sisters. (See Sec. C-364, Item C, for determining net income from earnings of minors and C-364, Item E, for determination of net contribution from non-needy emancipated minor.)

The parents may relinquish to the child the right of controlling him and receiving his earnings. Such a release is called emancipation. The parent may emancipate the minor as to his entire earnings or income and yet retain full parental control of him in all other respects; the emancipation may be either expressed or implied; that is, it may be expressed in writing or orally, or by the actions of the parent and child.

If it appears that the emancipation was made for the purpose of qualifying a member of the family for assistance or for a greater amount of assistance than that to which they would otherwise be entitled, such emancipation shall be considered ineffectual.

There is a presumption that a child living under the parental roof is not emancipated, and, in order to establish emancipation in such instances, clear and convincing evidence sufficient to refute the presumption must be presented. Such evidence may be that emancipation was made prior to the application for assistance or that the need of assistance was due entirely to factors other than the emancipation.

The child not living under the parental roof shall, on the declaration of the parents, be considered to be emancipated if he is using his earnings and income for his own support. This presumption of emancipation may be refuted by clear and convincing evidence that the parent has not emancipated the child and is, in fact, appropriating any portion of the child's earnings or income.

To assist further in determining emancipation, the following should be ascertained:

1. Did the child obtain his job through his own efforts or was the job obtained by his parents?
2. Does the child collect his own pay?
3. Does the child retain his portion of his earnings and turn over only the amount agreed upon to the parent?

Remaining portions of this section not relevant to changes are omitted from the agenda.

E. PERSONS NOT MEMBERS OF THE FAMILY BUDGET UNIT

If an unemancipated minor, who does not qualify for inclusion in the family budget unit, is living in the household, his net earnings shall be determined in accordance with Item C, 1, of this section. His total needs (including his prorated share of household expense) shall be deducted from the net earnings. Any and all remaining earnings shall be considered as net income to the family budget unit. (a)

If non-needy emancipated minors, employed relatives, or other persons are living in the household, they shall pay the usual community rate for the type of board and room they receive.

Remaining portions of this section not relevant to changes are omitted from the agenda.

D. OTHER MEMBERS OF THE FAMILY BUDGET UNIT

1. If the person's total need, as determined with the ABC standard, is greater than his net income, the person is needy. In this situation, if the value of his real or personal property, when added to that of the child's and the child's parental property, is not in excess of the ABC standard, the person is included in the family budget unit. If the person's total need, as determined with the ABC standard, is not in excess of his net income, the person is not included in the family budget unit. (See Item B of this section for determination of income from persons who are not members of the family budget unit.)

2. If the person's total need, as determined with the ABC standard, is not in excess of his net income, the person is not included in the family budget unit. If the person's total need, as determined with the ABC standard, is not in excess of his net income, the person is not included in the family budget unit. (See Item B of this section for determination of income from persons who are not members of the family budget unit.)

3. If the person's total need, as determined with the ABC standard, is not in excess of his net income, the person is not included in the family budget unit. If the person's total need, as determined with the ABC standard, is not in excess of his net income, the person is not included in the family budget unit. (See Item B of this section for determination of income from persons who are not members of the family budget unit.)

(a) To conform to AB 1776.

2. Earnings of Needy Emancipated Minor - If a needy emancipated minor under 21 is included in the family budget unit (see Sec. C-503-B) his net earnings shall be considered as income. An emancipated minor is needy if his net earnings do not cover his total needs (including his prorated share of household expense). In determining the net income from the earnings of the emancipated minor, the same method is used as that outlined in Item A above for the employed parent. (a)

If weekly earnings are regular in amount, they may be prorated to monthly amounts on the basis of 4 1/3 weeks per month. If earnings are irregular in amount, actual earnings received in the calendar month shall be considered.

The county shall also determine whether an ineligible minor meets the real and personal property qualification before he is included in the family budget unit. If the value of the minor's real or personal property, when added to the eligible child's and his parents' real and personal property, is in excess of the ANC statutory limitations, the ineligible minor shall not be included in the family budget unit. (See Item E for income for minors not in the family budget unit.) (b)

D. OTHER MEMBERS OF THE FAMILY BUDGET UNIT

The county shall determine whether an incapacitated stepparent, or stepmother who is the wife of an incapacitated father, or other person required to act as the child's caretaker is needy and meets the real and personal property qualifications before such person is included in the family budget unit. To determine whether he is needy, income shall be determined as for a parent and considered as follows: (c)

1. If the person's total need, in accordance with the ANC standard, is greater than his net income, the person is in need. In this situation, if the value of his real or personal property, when added to that of the child's and the child's parents' property, is not in excess of the ANC statutory limitations, he is included in the family budget unit and his net income is considered as income to the family. (a)
2. If the person's total need, in accordance with the ANC standard, is less than his net income, the person is not in need. In this situation, he is not included in the family budget unit and only that portion of his income which represents a net contribution is included as income available to the family budget unit. (See Item E of this section for determination of income from persons who are not members of the family budget unit.) (a)

If the value of the person's real or personal property, when added to the value of the child's and the child's parents' real and personal property, is in excess of the ANC statutory limitations, the person shall not be included in the family budget unit. In such cases, only his net contribution, if any, is considered as income available to the family budget unit. (See Item E of this section.) (a)

(a) Clarification.

(b) To conform to AB 1776.

(c) To conform to AB 1773.

Whenever assistance is granted to a child who is not being supported by his absent parent, the county shall immediately notify the district attorney that such assistance has been granted. Notification shall be in writing (See optional forms).

(a)

The district attorney is required by law to investigate the question of non-support and to take all steps necessary to obtain support for the needy child. He is also required to report regularly to the board of supervisors on the progress of his efforts.

(a)

The county welfare department shall cooperate with the district attorney and shall report to him all information contained in the case record which concerns the question of non-support and the suitability of prosecution as a method of obtaining support for the child in each case.

(a)

(a)

The county welfare department or district attorney may secure information relative to the location, income, and property of the absent parent from any state, county, or local agency. Such information secured shall be used by the welfare department solely for the purpose of administration of ANC, or by the district attorney solely for the purpose of enforcing liability for support. Neither shall use or disclose the information for any other purpose.

(b)

If the parent with whom the child is living or who has custody or control of the child wilfully refuses to give the necessary information or refuses reasonable cooperation with law enforcement officers (e.g., district attorney, city attorney, sheriff, police, etc.), assistance shall be discontinued or denied. Determination that the parent has wilfully refused to give necessary information or refused reasonable cooperation with law enforcement officers rests with the county welfare department.

(e)

The parent's refusal to give necessary information or to cooperate in relation to the absent parent of one child in a family group shall not affect the eligibility of the other children who are not children of that absent parent. (See C-503 B which excludes the needy parent who refuses to cooperate from the family budget unit.)

(e)

At the time of application, the county shall inform the remaining parent about the notification requirement and how it relates to his own individual family situation, i.e., what information is sent to the district attorney, when, why, and the responsibility the parent is expected to take regarding action to locate the absent parent or to obtain support.

Referral of the parent to the district attorney or notification prior to the granting of assistance is not an acceptable substitute for the notification that assistance is granted.

(e)

(W&IC 1523, 1552.4, 1552.6, 1560)

Remaining portions of this section not relevant to changes are omitted from the agenda.

- (a) To conform to AB 1605.
- (b) To conform to AB 1775.
- (c) Clarification.

Federal participation in the assistance payment for a child 16 to 18 years of age is available if he meets the requirements for school attendance as defined in Sec. C-262. In addition, the child 16 to 18 years of age who meets the eligibility requirements for disability (See Sec. C-264) or for employed and contributing to the family (See Sec. C-266) is eligible for federal participation if he is enrolled in:

1. A public continuation school or night school for three hours a day or a minimum of four hours a week, or
2. A part-time private course such as beauty school or business college, provided attendance at such a school is acceptable under the compulsory attendance laws. (W&IC 1560)

(a)

C-438 DETERMINATION OF SCHOOL ATTENDANCE FOR FEDERAL PARTICIPATION
(Rev.)

C-438

The county shall determine attendance at school for a child 16 to 18 years of age as required by Sec. C-263. In addition, for the child 16 to 18 years of age who is disabled or employed and contributing to the family, the county shall determine enrollment in school as defined in Sec. C-435.

(a)

(W&IC 1560)

(a) To conform to AB 1776

C-476 DETERMINATION OF APPLICABILITY OF THE REQUIREMENTS FOR C-476
(Rev.) NOTIFICATION TO DISTRICT ATTORNEY AND COOPERATION WITH
LAW ENFORCEMENT OFFICERS

At the time of application or redetermination of eligibility, the county shall determine in all cases of parental non-support whether the requirement for notification to the district attorney is applicable.

If the requirement is applicable, the county shall notify the district attorney in writing. If the county definitely establishes that the parent is financially incapable of providing support, the basis for the county's determination shall be recorded in the narrative.

(a)

Since both parents have rights and responsibilities in relation to their children, the county shall make every effort to reach the absent parent and encourage him, as well as the remaining parent, to participate in the planning and contribute to the support and care of the children, regardless of the notification requirement. (See Sec. C-366) All state, county, and local agencies are required to cooperate with the county welfare departments by supplying information on hand relative to the location of absent parents.

(c)

(b)

The district attorney's report of the results of any action taken, or of lack of action, shall be filed in the case record.

If the county denies or discontinues assistance because a parent refuses to give necessary information or refuses reasonable cooperation with law enforcement officers, the parent's reason for his action and the basis for the county's determination shall be recorded in the narrative.

Whenever there is a change in the circumstances of the absent parent, the county shall determine whether the situation requires notification to the district attorney. Changes in circumstances subsequent to the last determination which require notification include:

(c)

1. The absent parent is no longer financially incapable of providing support.
2. The absent parent's circumstances have changed sufficiently or his whereabouts become known so that the district attorney might wish to take action.
3. The absent parent has decreased or discontinued his contribution subsequent to prior action without a known change in his circumstances.

(a)

(W&IC 1523, 1552.4, 1552.6, 1560)

- (a) To conform to AB 1605-
- (b) To conform to AB 1775-
- (c) Clarification-

C-473 DEFINITION OF CASES IN WHICH NOTIFICATION TO DISTRICT
(Rev.) ATTORNEY AND COOPERATION WITH LAW ENFORCEMENT OFFICERS
IS APPLICABLE

C-473

A. All cases of parental non-support shall be reported to the district attorney except those cases in which:

(a)

1. It is definitely established that the parent is financially incapable of providing support.
2. It is definitely established that the parent is currently contributing to the best of his ability.

(a)

3. The child is in the process of adoption (i.e., the period when the mother is being counseled by the case worker or is otherwise exploring plans for the adoption of the child, the child has been relinquished for adoption and the relinquishment has been filed with the SDSW, or the consent for independent adoption has been signed).

4. Legal action has failed to establish paternity.

(b)

B. It may be definitely established that the absent parent is financially incapable of providing support or is currently contributing to the best of his ability if:

(a)

1. He is receiving public assistance.
2. He is in a mental or penal institution.
3. ~~A~~ legal determination of his ability to support has been made recently enough to accept the findings as current.
4. The county has determined that his income and resources are so limited that he is unable to contribute. (See Sec. C-366)

If none of the above conditions exist, the county shall notify the district attorney even though paternity has not been acknowledged nor legally established or the children are wards of the court under W&IC 700 or 701. The county shall also notify the district attorney in those cases in which court orders for support are not in keeping with current circumstances of the absent parent or the absent parent is not contributing in accordance with the court order.

(c)

(W&IC 1552.4, 1560)

(a) To conform to AB 1605.

(b) Unwritten policy not previously incorporated in Manual.

(c) Clarification

- a. Regularly attending school (See Sec. C-262), or
- b. Disabled (See Sec. C-264), or
- c. Employed and contributing to the family (See Sec. C-266).

A child 16 to 21 years of age who does not meet one of the qualifications listed in a, b, or c shall always be excluded from the family budget unit regardless of his need. Any income he may have shall be disregarded until he meets the qualifications of a, b, or c.

A child 16 to 21 years of age who meets one of the qualifications listed in a, b, or c, but is disqualified by the exclusions in 2a or b, shall always be excluded from the family budget unit regardless of his need. Any income he may have shall be disregarded unless his earnings are such that he is able to contribute to the family after meeting his own needs. (See Sec. C-364-E).

4. Each needy parent, including:

- a. The needy incapacitated step-parent.
- b. The needy step-mother who is the wife of an incapacitated father.

A step-father who is not incapacitated shall always be excluded from the family budget unit regardless of need.

(a) Clarification of policy to provide more uniform treatment of ANC families throughout the state by defining "ineligible needy minors."

A proposed definition was discussed with the County Welfare Policy Committee on 9/24/52. As a result an Attorney General's Opinion was requested asking if needy minors technically ineligible to ANC but who are members of the household may be included in the family budget.

Attorney General's Opinion 52/251 of 3/6/53 concluded that the State Social Welfare Board may limit and define the children to be so included provided the total payment does not exceed that determined by the number of children eligible under the law. This conclusion confirmed the department's interpretation over the past many years.

Another proposed definition was discussed with the County Welfare Policy Committee on 5/20/53 but was not presented to the Board because of pending legislation.

The provisions of AB 1773 and 1776 have been included in the present proposal for revision of this section.

This revision will have the effect of including some minors 18 to 21 years of age in those counties which have not included these children under any circumstances and will, thereby, increase ANC payments in the cases affected.

- (b) To conform to AB 1773.
- (c) Clarification.

A. REQUIREMENTS

The needs of children living in their own family groups or with relatives shall be determined on a budgetary basis. "Living in their own family group" includes all children living with one or both parents. "Living with relatives" includes all children living with persons related by blood or through marriage, regardless of degree of relationship or need of the person, and regardless of the child's eligibility for federal participation. (See Secs. C-420 through C-440 for eligibility for federal participation. See Sec. C-506 for determination of need for children living in boarding homes or institutions.)

B. PERSONS INCLUDED IN THE FAMILY BUDGET UNIT

The family budget unit shall include:

1. Each eligible child.
2. Each needy ineligible child under 16 years of age living in the household except that the following shall always be excluded from the family budget unit:
 - a. The child of the able-bodied step-father living in the home, and
 - b. The child disqualified for assistance because the parent does not wish to fulfill requirements, or refuses to cooperate with respect to requirements, for eligibility of that child.
3. Each needy ineligible child 16 to 21 years of age who is not disqualified by the exclusions in 2a and b above and who is either:

(a)

(b)

(a) To conform to AB 1773

(b) Clarification of policy to provide more uniform treatment of ANC families throughout the state by defining "ineligible needy minors."

A proposed definition was discussed with the County Welfare Policy Committee on 9/24/52. As a result an Attorney General's Opinion was requested asking if needy minors technically ineligible to ANC but who are members of the household may be included in the family budget.

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The provisions of AB 1773 and 1776 have been included in the present proposal for revision of this section.

This revision will have the effect of including some minors 18 to 21 years of age in those counties which have not included these children under any circumstances and will, thereby, increase ANC payments in the cases affected.

3. A redetermination of eligibility is made.

(a)

4. A new Cost Schedule is issued.

However, a recomputation need not be made solely because of a change in age.

The Budget Work Sheet, Form CA 241, or a substitute form approved by the SDSW shall be used in computing the budget for the family budget unit.

If an entire item of need of the family or one or more members of the family budget unit, such as housing for the family or clothing for one child, is contributed free or is received in return for services rendered by a member of the family budget unit, the item shall be shown as "free" in computing the budget rather than as a monetary amount. However, if only part of an item of need, such as milk in the food allowance or shoes in the clothing allowance, is received free, the amount for the entire item of need shall be shown in computing the budget and the monetary value of the part received free shall be shown as income.

F. NEEDS COMMON TO ALL FAMILY BUDGET UNITS

The goods and services essential to a minimum basic standard of adequate care for all family budget units, whether the children are living with their own families or with relatives, and the rules for computing the family budget are as follows:

1. Food

The amount for food given in the Cost Schedule shall be included for each individual in the family budget unit (see Item G-1 for special diets and G-2 for restaurant meals).

Family budget units of only one or two persons shall be allowed an additional 10% for food, if food is prepared for a household of only one or two persons.

See Item G-3 of this section for special food allowance for a family in which the mother is working.

Portions of subsection F of this section not relevant to changes are omitted from the agenda.

5. Utilities

The amounts given in the Cost Schedule for those utilities used by the family and not included in the rent (e.g., gas

~~(a) To conform to AB 511.~~

The parent who does not wish to fulfill requirements, or refuses to cooperate with respect to requirements, for eligibility of one or more children in the household who would otherwise be eligible for ANC, shall always be excluded from the family budget unit regardless of need. Any income such a parent may have shall be prorated to be applied equally to meet the needs of the parent, the ineligible children, and the eligible children.

(a)
&
(b)

5. Other needy person in the home required to act as caretaker of the child.

Exception: A recipient of OAS, ANB, or APSB shall always be excluded from the family budget unit.

In determining that a person other than the eligible child and parent is needy, for purposes of inclusion in the family budget unit, the value of that person's real and personal property, when added to that of the child's and parents' real and personal property, shall not exceed the ANC statutory limitations. In addition, the individual net income of the ineligible emancipated minor, step-parent, or other person in the home required to act as caretaker shall be determined and his total need computed in accordance with the ANC standard. The net income of such a person shall be less than his total need.

(b)

The unemancipated child is considered to be needy regardless of the amount of his income if the parent having control of the child's income is included in the family budget unit. A mother living with a stepfather shall be determined to be needy in accordance with Sec. C-364-B.

Subsections C & D of this section not relevant to changes are omitted from the agenda.

E. COMPUTING THE BUDGET

In computing the family budget, the age of the child shall be the actual age as of the date assistance is granted, increased, or decreased.

The allowances for essential items shall be recomputed if any of the following occur:

1. Assistance is restored.
2. There is a change in the family's needs or income.

~~(a) To conform to AB 1773.~~

~~(b) Clarification.~~

The basis for the determination of the need for restaurant meals and of the amount and period of time allowance is to be made shall be recorded in the narrative.

In cases in which there is employment, see Sec. C-364.

3. Commercially Prepared Foods

An amount equal to ten percent of the total food allowance for the family budget unit shall be included in order to provide for the purchase of some commercially prepared foods, if the mother who prepares the meals is regularly employed outside the home or is engaged in a vocational program.

The ten percent shall be in addition to the ten percent added in accordance with Item F.1 of this section, if food is prepared for a household of only one or two persons.

(a)

Remaining portions of subsection G of this section not relevant to changes are omitted from the agenda.

H. NEEDS SPECIFICALLY RELATED TO A PROGRAM OF VOCATIONAL REHABILITATION FOR A PARENT OR A PROGRAM TO ASSIST IN THE MAINTENANCE AND SELF-SUPPORT OF A FAMILY

The goods and services which are a necessary part of a program of rehabilitation of a parent or of a program to assist in the maintenance and self-support of a family shall be included insofar as is possible if they are not obtainable through other sources in the community and if the program is not yet producing income sufficient to cover the cost. (When the program has progressed sufficiently that the income covers these expenses, the expenses shall be deducted from the gross income in determining net income in accordance with Chapter III, Income.)

Some of the items which may be a necessary part of such programs are:

1. Transportation
2. Telephone
3. Clothing
4. Rental of space
5. Utilities
6. Day Care
7. Supplies, tools, and equipment
8. Tuition and related fees
9. Licenses and union dues
10. Automobile or truck
11. Membership in 4H, Future Farmers of America
12. Fees paid to private employment agencies for placement.

(b)

~~(a) New policy. After the ANC hearings on the standards of assistance the State Social Welfare Board clarified its intent to provide 10% additional food allowance for family budget units of one or two persons and also 10% additional food allowance for the purchase of some commercially prepared food if the mother who prepares the food is regularly employed.~~

~~The impact of this change, assuming that no counties are allowing an additional 20% for food in cases where the mother in a family budget unit of two is employed, would affect about 430 cases (approximately eight-tenths of one percent of the caseload are on child cases with a working mother).~~

~~(b) Adding "Fees paid to private employment agencies for placement" to list of items which may be necessary to program.~~

for cooking, electricity for lighting, wood for heating, electricity for refrigeration) shall be included in accordance with the number in the family budget unit. (a)

If there are others in the household not included in the family budget unit, only the prorated share of the amounts for utilities given in the Cost Schedule, in accordance with the total number of persons in the household, is allocable to the family budget unit.

The average monthly amount of the cost of ice, if needed, shall be included up to a maximum of \$6 for the household.

If a utility used by the family is not listed on the Cost Schedule, the county shall determine and include the average monthly amount necessary on an annual basis. The basis of the county's determination shall be recorded in the narrative.

G. NEEDS NOT COMMON TO ALL FAMILY BUDGET UNITS

The goods and services essential to a minimum adequate standard of living but not common to all family budget units and the rules for including these needs in the family budget are listed below. For needs that are specifically related to a program of vocational rehabilitation for a parent or a program to assist in the maintenance and self-support for a family, see Item H of this section. Needs, other than those listed, that arise must be met by other resources in the community or by relatives or friends.

1. Special Diets

The amount for a special diet given in the Cost Schedule for an individual in the family budget unit shall be included if a special diet is recommended by a physician or public health clinic. The recommendation for the special diet including the length of time the diet will be required shall be included in the narrative or filed in the case record.

2. Restaurant Meals

The amount necessary for restaurant meals in lieu of the food allowance in the Cost Schedule for a temporary period not to exceed three months shall be included up to a maximum of \$1.50 per day per person, if either of the following circumstances exist:

- a. Emergency housing occupied by the family does not have cooking facilities, until housing is found that does provide such facilities.
- b. A member of the family budget unit must be temporarily out of the home to receive medical treatment and no other arrangement for his eating is possible.

(a) ~~At their May meeting the SSWB took action to include "electricity for refrigeration" in the ANC Cost Schedule which shows the amounts necessary for a minimum basic standard of adequate care. This proposed revision is for purpose of bringing the section into conformity with this action.~~

The Budget Work Sheet, Form CA 241, shall be used in computing the amount of the assistance payment for children in family groups or with relatives in accordance with Sec. C-503, unless the county has a substitute form approved by the SDSW.

Portions of this section not relevant to
changes are omitted from the agenda.

- Item B-11. If the family budget unit consists of one or two persons only, (see Sec. C-503, Item F-1) or if the mother who prepares the meals is regularly employed outside the home or is engaged in a vocational program (see Sec. C-503, Item G-3), enter 10% of the amount shown in Item B-10. If both conditions exist, enter 20%.

(a)

Remaining portions of this section not relevant to
changes are omitted from the agenda.

(b)

- ~~(a) New policy. After the ANC hearings on the standards of assistance the State Social Welfare Board clarified its intent to provide 10% additional food allowance for family budget units of one or two persons and also 10% additional food allowance for the purchase of some commercially prepared food if the mother who prepares the food is regularly employed.~~

~~The impact of this change, assuming that no counties are allowing an additional 20% for food in cases where the mother in a family budget unit of two is employed, would affect about 430 cases (approximately eight-tenths of one percent of the caseload are on child cases with a working mother).~~

- ~~(b) Delete section - obsolete~~

The basis for the determination that the need is related to a program of rehabilitation or maintenance and self-support and the basis for the amount included in the budget shall be recorded in the narrative.

I. RELATION OF INCOME TO NEED

In order to establish the amount of assistance needed for the family budget unit, it is necessary to relate the total net income available to the total need. The family is in need of assistance to the extent that net income is insufficient to meet the costs of the minimum basic standard of adequate care for the family budget unit as defined by the SDSW. Net income shall be computed either on Form CA 241-A, Worksheet for Computation of Net Income and Total Income Available (optional), or otherwise clearly set forth in the narrative.

(W&IC 1560)

If you have any questions or you desire further information regarding your application or the amount of aid paid to you:

You may get in touch with your social worker who will be glad to discuss your problem with you. All facts and any further information you wish to present will be given careful consideration. If an adjustment is in order, it will be made.

You may inform the nearest office of the State Department of Social Welfare of your complaint by calling in person, or writing to that office. The Department will then notify the county welfare department. Upon receipt of this notification, the county welfare department will review the facts in your case. If they determine that you are entitled to an adjustment, it may be possible to settle your complaint without further action on your part.

You may appeal for a hearing and a decision by the Social Welfare Board. Your appeal must be in writing. A letter is sufficient but you must state that you want a hearing and tell why you are dissatisfied. If you wish to appeal send your letter requesting a hearing to the nearest office of the State Department of Social Welfare. Appeals must be filed within 90 days of the action with which you are dissatisfied.

Offices of the State Department of Social Welfare are located at:

Mirror Building, 145 South Spring Street, Los Angeles 12, California
1530 Capitol Avenue, Sacramento 14, California
Pacific Building, 821 Market Street, San Francisco 3, California

Notification of Suspended (Withheld) Aid Payments

AID TO NEEDY CHILDREN

_____ COUNTY

To:

Date_____

County Number_____

State Number_____

District_____

Re: _____

Name children

The Aid to Needy Children warrant for the month of_____ has been suspended (withheld) pending completion of investigation of the children's eligibility to receive it. This action was necessary because:

Every effort is being made to complete the investigation promptly, and if the children are found eligible to receive the warrant it will be sent to you. Otherwise the aid can not be paid.

If you do not understand this notice, or are dissatisfied with the action taken, contact the County Welfare Department located at_____ for discussion of any questions involved.

COUNTY WELFARE DEPARTMENT

By_____

Any applicant or recipient who is dissatisfied with the action taken upon his application, or with respect to the amount of aid granted may appeal to the State Department of Social Welfare by writing to: 1530 Capitol Avenue, Sacramento 14; or Pacific Building, 821 Market Street, San Francisco 2; or Mirror Building, 145 South Spring Street, Los Angeles 12. (Welfare and Institutions Code, Section 104.1)

An appeal to, or a request for a hearing before the Social Welfare Board shall be made within one year after the date of the action with which the applicant or recipient is dissatisfied. (Welfare and Institutions Code, Section 104.5)

IMPORTANT: Information for all recipients of Aid to Needy Children:

Should circumstances make it necessary for you to move, it is your responsibility to make proper arrangements with your County Welfare Department before you move, either out of the county or to a new address within the county. Otherwise, there may be an unavoidable delay or interruption in the receipt of aid.

In accordance with your statement, formally sworn to at the time you signed the application, you are urged to discuss promptly with your County Welfare Department any changes in circumstances or financial condition. This will include reporting marriage of parent or a child as well as discussion of purchase or sale of real or personal property and any changes in income from property, earnings, or any other source.

A-1512 FORM OF APPEAL

B-714

C-612

(Rev.)

A-1512

B-714

C-612

An appeal must be in writing and must be signed by the appellant. The appeal should include the reasons for dissatisfaction, and a request for a hearing. It need not be in any particular form. Form DPA 13, Appeal to the State Social Welfare Board may be used, or the appeal may be made by letter or informal petition.

(a)

(W&IC 103, 104.1)

(W&IC 103, 104.1, 3075, 3078, 3460, 3473.2)

(W&IC 103, 104.1)

(a) Restatement for purpose of clarification. No change in policy.

been drafted to permit filing within a year where the appellant was notified that he had a year within which to file, and did not have written notice or actual knowledge that the appeal period had been reduced.

3. The time limit for rehearings has been clarified so that an application for rehearing may be filed within six months of the board's decision, and it is no longer necessary to have the rehearing conducted within the six months period. This change is reflected in Sections A-1588, B-746, and C-688.
4. Hearings may be continued for not more than thirty days whereas formerly there was no time limit on continuances. This change appears in Sections A-1536, B-722, C-636, A-1560, B-732, C-660, A-1564, B-734, and C-664.

State No. _____

APPEAL TO THE
STATE SOCIAL WELFARE BOARD

The Welfare and Institutions Code requires that an appeal for a hearing before the Social Welfare Board shall be made within ~~three~~ ^{10 days} months after the action with which the applicant or recipient is dissatisfied (Section 104.5).

I, _____, living at
(Name)_____
(Address)

hereby appeal for a hearing before the State Social Welfare Board from the action taken by _____ County regarding my application for or receipt of _____
(Assistance Program)

The reasons for my appeal are as follows: _____

_____Signed _____ on _____
(Date)

IF YOU DESIRE TO APPEAL, THIS FORM SHOULD BE SIGNED AND RETURNED PROMPTLY TO THE STATE DEPARTMENT OF SOCIAL WELFARE AT:

September, 1953

A-1528- COUNTY RESPONSIBILITY IN APPEALS
B-719
C-628
(Rev.)

A-1528
B-719
C-628

On receipt of notification by the SDSW that an appeal has been filed, the county shall review its record immediately, in order:

1. To prepare a statement, Basis of Action, (See Sec. A-1532) and mail copies to the appellant and to the SDSW within ten days of receipt of notification that the appeal has been filed;
2. To re-examine the action or situation cited to determine if adjustment through county administrative action is in order; and to notify the SDSW immediately if there is a possibility of adjustment; and
3. To determine whether additional investigation is necessary.

(a)

The county shall make any necessary additional investigation in preparation for the hearing. If the amount of aid is in issue, the county prior to the hearing shall verify all points of eligibility and shall make a complete computation of the aid which will be allowable month by month if the appeal is granted, showing how the amounts were determined.

(a)

The county has continuing responsibility for maintaining contact with the appellant and shall report promptly to the SDSW, attention Central Office, Appeals Unit, any change in the appellant's mailing address that comes to the county's knowledge during the period that hearing and decision are pending.

In general, the county has responsibility for such preparation for, and participation in, the hearing as will facilitate a full and fair hearing.

~~(W&IC 103, 104.1)~~

~~(W&IC 103, 104.1, 3075, 3078, 3460, 3473.2)~~

~~(W&IC 103, 104.1)~~

(a) To conform to AB 1815.

An appeal may not be filed more than 90 days after the order or action complained of. Time shall be computed by excluding the date of the order or action. If the ninetieth day falls upon a Saturday, Sunday or holiday the appeal may be filed upon the next business day. The date of filing shall be the date the appeal is actually received in any office of the SDSW. The date of the order or action complained of shall be the date that notice of such order or action was mailed to the appellant except as set forth below:

1. In appeals for the return of erroneous repayments the date of collection or the date of the last installment payment is the determining date.
2. In appeals from demand for repayment the date of the last demand or the date agreement to repay was signed or a lien taken, whichever is later, is the determining date.
3. In appeals involving amount of the grant, for example, a decrease in grant that has continued for more than 90 days, appeal may be made from deductions made during the preceding 90 days since the granting of aid is considered a succession of monthly orders by the county.
4. In appeals from retroactive discontinuance following cancellation of suspended warrants, the date of discontinuance action is the determining date. The period involved in the appeal would extend back to the effective date of the discontinuance.

If the county's action was taken or order made prior to September 9, 1953, an appeal therefrom must be filed not later than one year from such action or by December 8, 1953, whichever date occurs earlier. An appeal may be filed within one year of the county's action by any appellant who received written notice that he could appeal within one year, and who failed to file his appeal promptly, because of lack of written notice or actual knowledge that the appeal period had been shortened.

(W&IC 103, 104.5)

(W&IC 103, 104.5, 3075, 3078, 3460, 3473.2)

(W&IC 103, 104.5)

(a) To conform to AB 1815.-

(b) Codification of existing policy.

(c) New policy.-

(d) Effectuation of change of law (AB 1815)-

2. Place of hearing. Since the place of hearing must be convenient to the appellant's home, it is generally held at the county seat of the county in which the appellant is living at the time of the hearing. If transportation presents a major problem to the appellant or if he is physically unable to undertake the trip to the county seat, the appellant may request that the hearing be held in another county, in his home community or in his own home if he is bedridden or otherwise unable to leave his home.

The county in which the hearing is to be held shall assist in arranging for a suitable hearing room when requested to do so by the SDSW. The room should be large enough to accommodate approximately 6 or 8 people and should contain a table at which that number can be seated. It should be in some public building, preferably in quarters other than those occupied by the county welfare department, and should afford privacy. The room should be acoustically suitable for electronic recording equipment. Thus it should be as far removed as possible from machinery and street noises, and should be subject to a minimum of echo.

(a)-

(a)-

3. Notification. The appellant and the county shall have not less than 10-day's notice of the time and place of hearing. Notification shall be in writing and shall be sent by registered mail, return receipt requested.

Upon request of the appellant or the county, the SSWB or a referee may for good cause continue a hearing for a period not to exceed 30 days.

(b)-

~~(W&IC 103, 104.1, 104.5)-~~

~~(W&IC 103, 104.1, 3075, 3078, 3460, 3473.2)-~~

~~(W&IC 103, 104.1, 104.5)~~

A-1532 COUNTY SUMMARY OF APPEALED ACTION
B-720-
C-632
(Rev.)—

A-1532
B-720-
C-632

Within ten days after receipt of notification that an appeal has been filed, the county shall send to the appellant and to the SDSW copies of a summary called Basis of Action which shall include the following:

1. A statement of the county action or actions from which appeal is made, and the date of such action;
2. A brief statement in non-technical language of the reasons for taking the action appealed from.

The county may include within the Basis of Action a review of the evidence, a statement of verification of eligibility, results of additional investigation, or other points and information concerning computation of aid if payable, provided that the inclusion of such material does not delay the submission of the Basis of Action.

If, prior to the hearing, the county determines that the appellant's eligibility on some point other than that mentioned in the Basis of Action is in question the county shall send to the appellant and to the SDSW a brief supplemental statement of the additional points at issue so that if necessary the additional issues may be considered at the hearing.

(a) —

(W&IC 103)

(W&IC 103, 104.5, 3075, 3078, 3460, 3473.2)

(W&IC 103)

A-1536- SETTING THE HEARING
B-722-
C-636
(Rev.)—

A-1536
B-722-
C-636

Responsibility for scheduling the time and place of hearing rests with the SDSW. Procedures leading to a hearing are initiated as soon as an appeal is filed. Any change of address or any information either affecting the time or place of hearing or being submitted for presentation at the hearing should be directed to the SDSW, attention Central Office Appeals Section.

1. Date of Hearing. After expiration of the time for receipt
of the Basis of Action (See Sec. ~~B-720-~~), the SDSW shall
schedule the hearing for the first available date that will
permit ten days notice to the appellant and the county.

(a) To conform to AB 1815.

If the referee finds that immediately available information is not adequate and additional investigation is needed, or that there are specific items of information essential to the hearing but which cannot be obtained without some delay, he shall continue the hearing. The referee may continue the hearing for not more than 30 days at the request of either party. (a)

1. If the desired information is readily available to one or both of the principals, the referee shall, before adjourning the original hearing, set the time and place for the continued hearing at the earliest suitable date, notifying the principals that there will be no further written notice. He shall instruct one or both principals to bring the desired information to the continued hearing.
2. If the needed information is not readily available and further investigation is required, the referee shall instruct the principals to cooperate in securing the information but shall place primary responsibility upon the county for verifying and reporting the information to the SDSW, attention Central Office Appeals Section. The referee shall continue the hearing, and so notify the SDSW, attention Central Office Appeals Section, but shall set no time or place for the continued hearing. When the required investigation has been completed and reported, the SDSW shall set a date for the continued hearing, giving notice in the usual manner.

(W&IC 103, 104.5)

(W&IC 103, 104.5, 3075, 3078, 3460, 3473.2)

(W&IC 103, 104.5)

If the appellant, or his duly authorized representative, fails to appear at the time and place set for hearing, the referee may continue the hearing and refer it to the SDSW, attention Central Office Appeals Section. The SDSW shall inquire of the appellant, as to his wishes regarding his appeal and shall set a new date for the hearing if the appellant wishes to continue. The hearing may be continued for a period not to exceed 30 days. (a)

The referee may in his discretion attempt to contact the appellant or his duly authorized representative to determine the reason for non-appearance and to determine whether a further hearing is desired. If the referee determines that a further hearing is not desired he shall recommend that the appeal be dismissed.

(a) To conform to AB 1815.

QUESTIONNAIRE

A-1554- ~~INTERROGATORIES~~
B-729
C-654
(New)-

CONTINUANCE FOR FURTHER INFORMATION A-1554-
B-729
C-654

The testimony of an appellant or other witness who is outside the state may be secured by written ~~interrogatories~~ ^{Questionnaires} answered under oath. The parties shall be given an opportunity to propose questions, to rebut the answers, and to submit evidence in addition to that contained in the ~~interrogatory~~ ^{Questionnaire}. The submission of a completed ~~interrogatory~~ ^{Questionnaire} by an appellant who is outside the state shall constitute an appearance by the appellant.

(a)

(W&IC 103, 104.1, 104.5)
(W&IC 103, 104.1, 104.5, 3075, 3078, 3460, 3473.2)
(W&IC 103, 104.1, 104.5)

(a) ~~New Section. Codification of existing procedure. During the past year several cases have been processed through the use of interrogatories. The question has been raised whether this procedure is authorized and whether it is in conformity with other regulations which require an appearance by the appellant or his representative. These proposed changes are intended to remove doubts as to the use of the interrogatory procedure which is a less formal and less expensive process than the deposition process which is available to the SSWB under Section 104.5 (b) of the Welfare and Institutions Code, and Section 11189 of the Government Code with respect to persons residing either within or without the state.~~

(W&IC 103, 104.1, 104.5)
(W&IC 103, 104.1, 104.5, 3075, 3078, 3460, 3473.2)
(W&IC 103, 104.1, 104.5)

A-1554-
B-729
C-654

CONTINUANCE FOR FURTHER INFORMATION A-1554-
B-729
C-654
(New)

If the appellant or his duly authorized representative fails to appear at the time and place set for hearing, the referee may continue the hearing and later it to the SSWB, attention Central Office Appeals Section. The SSWB shall inquire of the appellant as to his wishes regarding the appeal and shall set a new date for the hearing if the appellant wishes to continue. The hearing may be continued for a period not to exceed 30 days.

The referee may in his discretion attempt to contact the appellant or his duly authorized representative to determine the reason for non-appearance and to determine whether a further hearing is desired. If the referee determines that a further hearing is not desired he shall recommend that the appeal be dismissed.

(a) To conform to AB 1115.

Remaining portions of this section not relevant
to changes are omitted from the agenda.

(a)-

Within 30 days after the mailing of notice of the SSWB's decision to the county, the county shall comply with the SSWB's decision and shall notify the SDSW of the date and manner of compliance. If the SSWB's decision is in favor of the appellant on the issue involved, but aid has not been paid by the county, the notice to the SDSW shall include a brief statement of the new issues which resulted in further denial of aid. Intention to request a re-hearing in the future shall not constitute cause for failure to comply with the SSWB's order.

(a)-

A-1588 RE-HEARING

B-746-

C-688

(Rev.)

A-1588

B-746-

C-688

Within six months after the SSWB's original order or decision the appellant or any county involved in an appeal may apply for a re-hearing or the board may on its own motion order a re-hearing. The request for re-hearing shall contain a statement of the reasons therefor. If the request is to permit presentation of additional evidence, the request shall describe the additional evidence, explain its materiality, and show why it was not previously introduced. If the request is granted, the board may reconsider the decision on the basis of the evidence in the record, or may order the taking of additional evidence. A decision issued upon a re-hearing shall not be subject to further re-hearing.

(b)-

(e)-

(W&IC 104.5)

(a) To conform to AB 1815 and to establish procedures for reporting compliance. At present there is no definition of reasonable promptness with respect to payment of aid pursuant to SSWB orders, nor is there any procedure for reporting compliance other than indirectly through the claiming process. The claiming process will be ineffectual to indicate compliance with the decision which under AB 1815 does not make an award. Thus the need for a new procedure is indicated.

(b) To conform to AB 1815.

(c) Codification of existing policy.

If the appellant, or his authorized representative, having received due notice, fails to appear a second time without adequate reason, the referee shall consider the appeal abandoned and shall recommend to the SSWB that the appeal be dismissed.

~~(W&IC 103, 104.5)~~

~~(W&IC 103, 104.5, 3075, 3078, 3460, 3473.2)~~

(W&IC 103, 104.5)

A-1568- DECISION BY STATE SOCIAL WELFARE BOARD

B-735

C-668

(rev.)

A-1568

B-735

C-668

The facts stated in the decision shall be based upon the evidence in the case. The decision shall include a statement of the facts and legal or policy provisions involved, and of the reasoning which supports the decision. The decision may but need not specify the amount of the award to be paid unless the amount of the award is in issue.

(a)

(b)

~~(W&IC 103, 104.1)~~

~~(W&IC 103, 104.1, 3075, 3078, 3088.5, 3460, 3473.2, 3474.5)~~

(W&IC 103, 104.1)

(a) Rewording.

(b) To conform to AB 1815.

AREA OFFICES

LOS ANGELES OFFICE
MICHIGAN 8411
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SACRAMENTO OFFICE
GILBERT 2-4711
P.O. BOX 816
4

SAN FRANCISCO OFFICE
EXBROOK 2-8751
PACIFIC BUILDING
821 MARKET STREET
3

Earl Warren
Governor

STATE HEADQUARTERS

SACRAMENTO
GILBERT 2-4711
616 K STREET
14

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

August 7, 1953

Hon. Frank M. Jordan
Secretary of State
Room 117, State Capitol
Sacramento, California

ADDRESS REPLY TO:

616 K. Street
Sacramento 14

Dear Mr. Jordan:

Attached are three copies of regulations which will be issued by the State Department of Social Welfare with Old Age Security Manual Letter No. 16.

These regulations were adopted by the State Social Welfare Board on July 24, 1953, pursuant to the powers conferred upon it by the Welfare and Institutions Code under Sections 103, 103.5, and 114(b), and are being filed in accordance with Section 11380 of the Government Code.

These regulations are effective September 9, 1953.

Very sincerely yours,

Charles I. Schottland
Charles I. Schottland
Director

Attachments

FILED

in the Office of the Secretary of State
of the State of California

AUG 7 - 1953

At 3 P.M.
FRANK M. JORDAN, Secretary of State
By *Chas. I. Schottland*
Assistant Secretary of State

Certified as a Regulation (or as
Regulations) of the

Department of Social Welfare
(Name of State Agency)

C. J. Schauland
(Signature)

Director
(Title)

8/7/53
(Date)

A former recipient whose OAS was discontinued may request aid at any time. If aid was discontinued by the same county more than 12 months prior to the request, he has a right to sign a new application. The new application is considered a reapplication. (If the effective date of the discontinuance was within 12 months prior to the request, see Sec. A-224, Right to Request Restoration.)

An applicant whose application for OAS has been denied by the county may not again apply for such aid until the expiration of 90 days from the date the previous application was denied except with the consent of the county, or on order of the SDSW, or until the condition which caused his application to be denied has been eliminated. The county shall accept such reapplication when a change in the applicant's circumstances may have rendered him eligible or on the presentation of new evidence regarding eligibility. (a)

(W&IC 2140, 2182)

~~(a) To conform to AB 2816.~~

A request for information is one which is unrelated to a specific request for aid. It is made without the individual indicating that he is in need. He may only desire to obtain information relative to the assistance programs or points of agency policy. Such requests will usually be made by callers seeking information who are either (1) clearly not presumptive applicants, i.e., the general public, or (2) not willing to identify themselves. A request for information may in the course of an interview, develop into a request for aid.

A request for aid is made when the individual indicates that he is in need and asks for financial assistance. If he lacks sufficient information to be specific about the assistance program for which he might qualify, the county shall provide the necessary information.

A request for aid is considered an application when the application Form Ag 200 or Ag 200-B has been completed and signed by the applicant, his authorized representative or legal guardian, and acknowledged and filed with the county.

A request for restoration is a request for OAS by a former recipient whose OAS grant was discontinued by the same county within twelve months prior to the date of the request. Exception: If OAS was discontinued due to income from employment and within one year from the effective date of such discontinuance the former recipient asks that OAS again be paid, such request shall be considered a request for restoration regardless of the county in which such aid was previously discontinued. (See Secs. A-280, Restoration of Aid, ~~A-284, Reapplication or Restoration Following Discontinuance Due to Employment~~, and A-288, Authorization of Aid Following Discontinuance Due to Employment)

(a)

A reapplication is a request for OAS received by the county from or on behalf of a person (a) whose former application to the same county was denied or voluntarily withdrawn, or (b) whose aid has been discontinued for a period of more than 12 months. An application form (Form Ag 200) is required for each reapplication except as provided in Sec. A-232, When Application to be Taken.

(W&IC 2140)

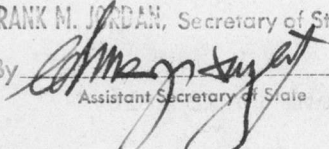
FILED

in the Office of the Secretary of State
of the State of California

AUG 7 - 1953

At _____ M.

FRANK M. JORDAN, Secretary of State

By  Assistant Secretary of State

(a) To conform to AB 41 and AGO 53/89.

An application (Form Ag 200) shall be signed by the applicant and acknowledged by a properly qualified official on all requests for aid at the time the applicant first makes known his need (unless this was reported by telephone or letter). (See Sec. A-228, Person Making Application) The only exceptions to the requirement that an application be signed when request is made are as follows:

1. If the applicant recognizes that he is ineligible and states that he does not wish to continue with the application.

2. If an application was erroneously denied and upon reconsideration corrective action is taken within one year of the erroneous action (aid is granted on the same application which was previously denied).

An application is erroneously denied if the county had information that the person was eligible, but the application was denied because this information was misinterpreted or overlooked, or if the application was denied before all reasonable sources of information as to eligibility have been exhausted. (See Sec. A-1302, Beginning Date of Aid, Item 4, and Sec. A-1316, Retroactive Aid Payments, Item 9-a)

3. If restoration is requested within one year from the effective date of discontinuance of OAS. Exception: Should a person whose aid was discontinued because of employment request restoration in some other county, the county in which such request is made shall secure a signed application. (See Sec. A-204, Definitions, Sec. A-288, Authorization of Aid Following Discontinuance Due to Employment, and Sec. A-1322, Instructions for Use of Notice of Change, (Section I))
4. If aid is granted on appeal to the SDSW.

(W&IC 2140)

IMPORTANT NOTICE TO ALL OLD AGE SECURITY RECIPIENTS

All of us in your County Welfare Department want you to receive your Old Age Security grant promptly and in the right amount.

You should notify us immediately if you move to another address. Otherwise, your next Old Age Security check may be late in reaching you because it was mailed to the wrong address.

You should notify us when there is any change in your circumstances. Should you fail to report changes in your circumstances it may mean that you will not receive the full amount of aid to which you are entitled. On the other hand if you fail to report promptly you may receive aid to which you are not entitled under the law. If you do receive aid to which you are not entitled because you failed to report the facts to us we must demand repayment from you.

The following statements may help you to understand the kind of changes in your need or financial circumstances which you must report.

You must notify us if you buy or sell any real property, or if you sell any of your personal property.

You must notify us if you receive an inheritance, or if you receive a sum of money from any other source.

You must notify us if you begin to receive income from earnings, relatives, social security benefits, rent from any property you may own, or income from any other source. You must also notify us if you begin to receive free rent in the place where you live.

Even if you have already notified us that you are receiving income from some source, you must let us know if that income increases. You should also let us know if that income decreases or if it stops.

You should notify us if you have medical or other special needs such as increased rent, increased taxes, increased expense for light, gas or other utilities, expense for repair of your home, extra expense because you have to eat your meals in restaurants, etc. The circumstances may be such that we can make no change in your Old Age Security grant. However, if an increase in your grant should be possible, there is no way that we can increase your grant unless you report your needs to us.

You must notify us of any change in the cost of a special need or if you no longer have any expense for a special need which you previously reported. For instance, if you receive some income, and also receive \$80 OAS because you have been under a doctor's care, you must notify us as soon as there is any change in cost of your medical care, or for medicine prescribed by the doctor.

When there is any change in your need or your financial circumstances notify us immediately by letter, by calling at our office, or by telephone. Our address is given on the front of this sheet. Do not delay until someone from our department calls on you. That may be too late.

COUNTY WELFARE DEPARTMENT

If you have any questions or you desire further information regarding your application or the amount of aid paid to you.

You may get in touch with your social worker who will be glad to discuss your problem with you. All facts and any further information you wish to present will be given careful consideration. If an adjustment is in order, it will be made.

You may request a hearing before your county board of supervisors. If you wish such a hearing it must be requested within 30 days from the date of this notice.

You may inform the nearest office of the State Department of Social Welfare of your complaint by calling in person, or writing to that office. The department will then notify the county welfare department. Upon receipt of this notification the county welfare department will review the facts in your case. If they determine that you are entitled to an adjustment it may be possible to settle your complaint without further action on your part.

You may appeal for a hearing, and a decision by the Social Welfare Board. Your appeal must be in writing. A letter is sufficient but you must state that you want a hearing and tell why you are dissatisfied. If you wish to appeal send your letter requesting a hearing to the nearest office of the State Department of Social Welfare. Appeals must be filed within 90 days of the action with which you are dissatisfied. If you have already requested a hearing before the county board of supervisors you may not appeal to the State Department of Social Welfare until the Board of Supervisors has made its decision.

Offices of the State Department of Social Welfare are located at:

Mirror Building, 145 South Spring Street, Los Angeles 12, California.
1530 Capitol Avenue, Sacramento 14, California.
Pacific Building, 821 Market Street, San Francisco 3, California.

State of California

Department of Social Welfare

APPLICATION FOR OLD AGE SECURITY

STATE OF CALIFORNIA

State No. _____

County of _____

County No. _____

To the Honorable Board of Supervisors:

Former State No. if a transfer or reapplication _____

I, _____, residing at _____
Print or type name in full Street number or R.F.D.City _____, County of _____, California,
herewith apply for Old Age Security under provision of Chapter 1, Division 3, Welfare and Institutions Code.
I believe I am eligible for Old Age Security, to wit:

1. I have attained the age of 65 years, or will be 65 years of age within 60 days from this date.

Birth date _____

2. I am a citizen of the United States. Birthplace: _____

3. I have resided in the State of California for at least one year immediately preceding the date of this application, and for at least 5 years within the 9 years immediately preceding this application.

4. I have resided in the County of _____ since _____, 19____.

5. I have not made any assignment of property in order to qualify for Old Age Security.

6. a. I do not own real property with an assessed value less all encumbrances thereon of record, in excess of three thousand five hundred dollars (\$3,500.00).

- b. The combined real property of my spouse and myself does not have an assessed value less all encumbrances thereon of record, in excess of three thousand five hundred dollars (\$3,500.00).

7. I do not have personal property the value of which, less all encumbrances thereon of record, is in excess of twelve hundred dollars (\$1,200.00).

8. I am in need.

9. My spouse's name is _____

Address _____

10. I have _____ living children.

11. I agree to assist, to the best of my ability, in disclosing my financial condition and that of my spouse and to give all information necessary to establish eligibility for aid under this chapter.

STATE OF CALIFORNIA

County of _____ } ss.

I solemnly swear or affirm that the statements made herein are true and correct to the best of my knowledge and belief and that I will notify the county authorities promptly of any change in my condition or financial affairs.

Signature or mark of applicant

NOTE -- When the applicant cannot sign his name, the signatures of two witnesses to his mark must appear.

Witness to mark_____
Witness to mark

Subscribed and sworn to before me this _____ day of _____, 19____.

Name _____ Title _____

Signature of person qualified to acknowledge an affidavit

If this application is granted and the State number ends in 22-44-66 or 88, the county shall submit one copy of Form Ag 251, Old Age Security Permanent Sample Schedule, to the State Department of Social Welfare, 616 K Street, Sacramento, California.

If you are not satisfied with any decision in connection with your application, or if you wish to protest delay in action on your application, you may request a hearing before the Board of Supervisors; or you may appeal directly to the State Department of Social Welfare. Addresses are shown on the back of this sheet.

READ THE IMPORTANT NOTICE PRINTED ON THE BACK OF THIS SHEET

Form Ag 200 (revised)--September, 1953

(Section Continued on Next Page)

State of California

Department of Social Welfare

OLD AGE SECURITY--NOTIFICATION OF ACTION

County _____

State Number _____

County Number _____

Date _____

To: _____

The following action has been taken on your application for Old Age Security. (See box checked below; disregard unchecked boxes.)

☐ Your application was granted effective _____ in the amount of \$ _____. Your total need was determined to be \$ _____. The items included in your total need and the amount allowed for each item were as follows:

From your total need the following income was deducted:

☐ Your application was denied because _____

On the basis of your present circumstances, the amount of your Old Age Security payment was changed as stated below: (See box checked below; disregard unchecked boxes.)

Your grant was increased to \$ _____ effective _____.

☐ Your total need was determined to be \$ _____. The items included in your total need and the amount allowed for each item were as follows:

From your total need the following income was deducted:

Your grant was decreased to \$ _____ effective _____.

☐ Your total need was determined to be \$ _____. The items included in your total need and the amount allowed for each item were as follows:

From your total need the following income was deducted:

☐ Your grant was discontinued effective _____ because _____

If you do not understand this notice or are dissatisfied with the action which has been taken you should discuss any questions which you have with the county welfare department located at _____.

By _____

An Important Notice to All Old Age Security Recipients is printed on the back of this sheet. Read it carefully. It explains what you must do in order to receive your Old Age Security grant promptly and in the correct amount.

A-276 REPORTING COUNTY ACTION TO APPLICANT

A-276

Immediately following the county's action upon the application, the applicant shall be notified in writing of the disposition of his application.

Old Age Security -- Notification of Action (Form Ag 239) includes the minimum requirements for notification to the applicant and shall be used by the county unless a substitute form which incorporates the information appearing on Form Ag 239 is used, namely:

1. The nature of the county action, i.e., granting of aid (on new applications or restorations) or denial of aid. If granted, the amount of aid shall be shown. If denied, the reason for such action shall be explained in relation to the circumstances of the particular applicant and without use of technical terms or abbreviations which he may not understand.
2. The source of income and amount of deductions shall be listed if aid is granted in less than the maximum amount.
3. The amount of need shall be shown, if the total need of the individual is determined to be in excess of the statutory maximum.
4. The date from which the county action is effective.
5. The date the Form Ag 239 is forwarded to the applicant.
6. A suggestion that the applicant discuss with the county any dissatisfaction regarding the county's action.
7. A statement regarding the right of appeal for a fair hearing, including the address of the SDSW. The applicant shall also be notified of his right to a hearing before the board of supervisors upon application for such hearing within 30 days from the date of notification of the county's action.

If a recipient requests it, he shall be provided with a statement of the particular items of special need allowed, the amount allowed for each item, and the total need. Such statement shall be provided him within 10 days after the request is made. (W&IC 2016, 2140, 2181.1, 2182)

(Section Continued on Next Page)

care, the end of the month in which the eligibility ^{beginning} period is completed. On the second form restoration is authorized with no date specified. Upon release of the recipient from the institution the second authorization form is completed showing the date of release. A warrant is then issued for the balance of the month during which the recipient was not an inmate and claim made on the current monthly payroll. (See Sec. A-1304, ~~A-1302~~, ~~Beginning Date of Aid~~, ~~Restorations~~ and Sec. A-1322, Item B.) (a)

When aid is restored, the amount of the grant shall be determined on the basis of the recipient's current needs and income. (See Sec. A-1118, Recurring Lump Sum Income, for circumstances under which a portion of recurring lump sum income previously received shall be considered in determining the amount of income in the month for which aid is restored.)

Under no circumstances may a lesser amount be granted to adjust for past overpayment. Neither may the recipient be required to sign an agreement to repay the county for such aid before aid is restored.

(W&IC 2140, 2160.6, 2180.5, 2180.6, 2183.9; AGO 53/89)

~~(a) Revision and clarification to conform to AB 41 and AGO 53/89; also to conform to SB 809.~~

If restoration is requested from the same county through which aid was formerly received, the former recipient's signed statement on a new application form (Form Ag 200) is not required. ~~This is likewise true when a person whose aid was discontinued because of income from employment requests restoration in a county other than that which discontinued aid.~~ (See Sec. A-288, Authorization of Aid Following Discontinuance Due to Employment.)

(a)

~~If the former recipient's aid was discontinued because of employment, request for restoration shall be in writing as provided in Sec. A-284, Re-application or Restoration Following Discontinuance Due to Employment. All other requests for restoration shall be written, dated and signed by the former recipient, unless the request is by telephone. In the latter case, the date of the telephone request shall be entered in the case record. If the request for restoration is made by letter, the postmark shall be considered the date on which the request is made. Exception: No signed request for restoration is required if the automatic restoration procedure described in this section is used, or if adjustment for overpayment of aid requires discontinuance for one month for an otherwise eligible recipient. (See Sec. A-1312, Discontinuance of Aid.)~~

(a)

All points of eligibility on which there may have been any change shall be investigated before aid is restored (except when aid is conditionally restored following discontinuance because of employment). The circumstances in each case will determine which eligibility factors will be investigated, but special attention shall be given to the factor which resulted in the previous discontinuance. (See Sec. A-342, Content of Annual Reinvestigation.) The necessary investigation shall be initiated immediately following the request for restoration of aid. It shall be continued with diligence and without unnecessary delay so that payment is made to all eligible persons within the minimum possible time after the request for restoration. This objective may be considered to be achieved if aid is restored to eligible persons effective not later than the first of the month following request for restoration. Complicating factors may require a longer period to complete the investigation. If restoration is effective later than the first of the month following the request for restoration, an explanation of the circumstances causing the delay shall be recorded in the case record. (See Sec. A-1304, Beginning Date of Aid) -
Restorations.)

(a)

A-1302

Automatic Restoration - Whenever aid is discontinued due to the confinement of a recipient in any public institution, the county may, at the same time, authorize that aid be restored when the person ceases to be an inmate of the institution. If such action was taken when aid was discontinued further authorization is not necessary. In order to provide for automatic restoration, two authorization forms shall be approved at the time aid is discontinued. On one form discontinuance is authorized effective the last day of the month in which the recipient is admitted to the institution, or in the case of temporary medical or surgical

(a)

(a) ~~Revision and clarification to conform to AB 41 and AGO 53/89;
also to conform to SB 809.~~

(.100)
OAS shall be authorized and shall be delivered within 30 days to every eligible person who requests restoration following discontinuance of OAS due to income from employment. "Employment" as used in this section is defined as any activity undertaken for remuneration either in cash or in kind. An agent of the board of supervisors shall be authorized to grant such aid without further order of the board. Aid shall be conditionally granted if it is not possible to complete the investigation of eligibility in time to authorize and deliver payment within 30 days from the date restoration is requested, provided presumptive eligibility exists. (See Secs. A-1302, Beginning Date of Aid, and A-1352, Federal Participation in OAS Payments.)

Aid may have been discontinued because of employment by one county (first county) and within one year the former recipient may request OAS in another county in which he has established residence (second county). Under such circumstances the second county shall secure a signed application, Form Ag 200. The second county shall be responsible for determining eligibility and paying aid to those eligible to receive it within 30 days from the date the application was signed. The authorization document shall be designated as a "restoration" rather than a "new application". The former recipient shall be required to certify to the date he came to the county and to the date on which by intent he established residence therein, on Form AB-204.

The second county shall request the first county to forward a copy of the last application (Form Ag 200); the last completed Affirmation of Eligibility (Form Ag 206) showing the date the last reinvestigation was completed; a completed copy of the notification to the recipient of discontinuance of aid. In addition the first county shall forward to the second county either a copy or a summary statement of such eligibility determinations as the second county may request.

Should a former recipient request restoration in the county in which he is living but in which he is not establishing residence, such county shall accept the request and shall, without delay, submit it to the county in which he retains residence. The county of residence has responsibility for restoring aid if the former recipient is eligible to receive it. The county in which he is living obtains all available information and submits it to the county of residence.

Whenever OAS is granted conditionally the investigation shall be continued with diligence. As soon as all facts are available the authorized agent shall take a second action on the case. Such action shall either (1) confirm the recipient's eligibility to receive aid, and specify the eligible amount for each month for which aid has been conditionally paid or (2) discontinue aid if examination of all reasonable sources of proof of eligibility fail to indicate eligibility (see Sec. A-1362, Overpayments Resulting From Conditional Restoration Following Discontinuance Because of Employment).

(W&IC 2140, 2183.9, AGO 53/89, FSSA)

(Del.)

OAS shall be authorized and shall be delivered within 30 days to every eligible person who requests restoration following discontinuance of OAS due to income from employment. "Employment" as used in this section is defined as any activity undertaken for remuneration either in cash or in kind. An agent of the board of supervisors shall be authorized to grant such aid without further order of the board. Aid shall be conditionally granted if it is not possible to complete the investigation of eligibility in time to authorize and deliver payment within 30 days from the date restoration is requested, provided presumptive eligibility exists. (See Secs. A-1302, Beginning Date of Aid, and A-1322, Federal Participation in OAS Payments.)

Aid may have been discontinued because of employment by one county (first county) and within one year the former recipient may request OAS in another county in which he has established residence (second county). When such circumstances the second county shall secure a signed application, Form AG 200, from the first county and shall be responsible for determining eligibility and paying aid to those eligible to receive it within 30 days from the date the application was signed. The authorization document shall be designated as a "restoration" rather than a "new application". The former recipient shall be required to certify to the date he came to the county and to the date on which he established residence therein, on Form AG 201.

The second county shall request the first county to forward a copy of the last application (Form AG 200) and the last completed Affidavit of Eligibility (Form AG 205) showing the date the last re-investigation was completed; a completed copy of the notification to the recipient of discontinuance of aid. In addition the first county shall forward to the second county either a copy or a summary statement of such eligibility determinations as the second county may request.

Should a former recipient request restoration in the county in which he is living but in which he is not establishing residence, such county shall accept the request and shall, without delay, submit it to the county in which he retains residence. The county of residence has responsibility for restoring aid if the former recipient is eligible to receive it. The county in which he is living obtains all available information and submits it to the county of residence.

Whenever OAS is granted conditionally the investigation shall be continued with diligence. As soon as all facts are available the authorized agent shall take a second action on the case. Such action shall either (1) continue the recipient's eligibility to receive aid, and specify the eligible amount for each month for which aid has been conditionally paid or (2) discontinue aid if examination of all reasonable sources of proof of eligibility fail to indicate eligibility (see Sec. A-1302, Overpayments resulting from Conditional Restoration Following Discontinuance because of Employment).

(WFO 2140, 2163.9, AGO 23/89, 4824)

Aid shall be granted and paid to all eligible persons within the minimum possible time after the application is signed. The county shall initiate immediately all actions known to be necessary to complete the investigation and shall pursue the investigation with diligence through and including determination of eligibility and delivery of payment to those eligible to receive it.

Completion of the investigation within the "minimum possible length of time" requires elimination of all unnecessary actions and unnecessary periods of inactivity in the investigation process. Under such circumstances it follows that the case in which the applicant is able to submit proof in support of his statement of eligibility or whose eligibility determination presents no complications can be processed in less time than the case which requires involved investigation.

Complicating factors which might necessitate a longer period of time to complete the investigation include: (1) delay in receipt of replies to requests for information from persons or agencies in another state or county; (2) involved real or personal property situations; (3) complications arising because of conflicting or inadequate evidence to establish age, citizenship, etc. In any event efforts directed toward establishing eligibility shall be continuing and without break during the entire investigation process.

The time involved to achieve prompt granting of aid to eligible persons is not related to the time limits established for the payment of retroactive aid on new applications.

(W&IC 103.3, 2140, 2180.5)

(a) Revised and clarified to conform to AB 2816.

When OAS is restored following discontinuance due to employment, the aid authorization document shall contain one of the following statements, whichever is appropriate:

"Eligibility established" (i.e., all of the facts have been determined)

or

"Conditional Grant, Presumptive Eligibility" (i.e. the fact of eligibility not yet established but the individual's statements indicate that he is eligible)

If OAS is conditionally granted the aid authorization document shall show that no federal reimbursement is to be claimed in any payment which is conditionally made. A second and later authorization document shall be completed and authorization action taken when all of the facts as to eligibility have been secured. The amount of aid which the facts show the recipient was eligible to receive, beginning with the first month for which aid was conditionally paid, shall be reported thereon. (See Sec. A-1352 governing retroactive claim for federal participation for which aid was conditionally paid.)

If the completed investigation establishes that the grant is and has been correct since the effective date of the conditional grant, no entry is made in that part of the authorization document (Form Ag 232) where payment data is ordinarily recorded. Under "Reason for Change" record the date from which aid was conditionally paid, and state that eligibility has been established from the beginning date in the specific amount paid. (a)

Example 1: A recipient requested restoration on April 8. Aid in the amount of \$75 was conditionally granted on May 2, effective May 1. All of the facts regarding eligibility are secured by May 11 and established \$75 as the correct amount of aid beginning May 1.

The second action of the county is reported on the Notice of Change as follows:

Remaining portions of this section not relevant to changes are omitted from the agenda.

~~(a) Revision and clarification to conform to AB 41.~~

3. Employment and self-maintenance shall be encouraged whenever feasible. However, participation shall be entirely voluntary on the part of the aged person and no pressure shall be exercised to obtain his participation. He shall not be disqualified for assistance or otherwise penalized if he refuses to seek or accept employment.

(a)

The investigation is considered completed on the date the county board of supervisors, or their duly authorized agent, certifies that:

1. The applicant meets all eligibility requirements and authorizes aid to be paid

or

2. Ineligibility has been definitely established, or diligent investigation of all reasonable sources of proof of eligibility failed to establish eligibility, and the application is denied.

(W&IC 7.1, 2005, 2010, 2141, 2142.5, 2180, 2180.5)

(a) To conform to AB 41

Although the method of determining eligibility is basically the same for all applicants and recipients, the extent of the investigation will vary depending on the particular circumstances involved.

The applicant or recipient is the primary source of verification in that he will frequently have records or documents in his possession which support his statements and which shall be used whenever possible in preference to obtaining the information through other sources. The exploration of facts concerning eligibility is a joint responsibility of the county worker and the applicant. Together they shall consider the information the applicant presents verbally and in the form of documents, and determine what additional information is needed, if any. Agreement is reached as to what sources will most satisfactorily provide any necessary additional evidence and who will obtain it -- the applicant, or the worker at the applicant's request.

Investigation should be undertaken with the full knowledge and consent of the applicant. If the information the applicant presents is incomplete or inconsistent the worker will share his evaluation of such evidence with the applicant and continue to enlist his help in obtaining clarification of the points at issue. If, however, the issue is such that eligibility cannot be established from facts supplied by the applicant or from sources he suggests, he may have to choose between giving permission for the worker to obtain additional information or having his application denied.

If an applicant is unable, physically or mentally, to present information to support his eligibility, responsibility rests upon the worker to take the initiative in obtaining information, sharing with the applicant the steps taken, sources used and the evaluation of information obtained.

The OAS Law contains certain provisions which govern the process of eligibility determination. These are summarized as follows:

1. No question, inquiry or recommendation under the OAS Law or the rules of the SDSW shall relate to the political or religious opinions or affiliations of any person and no grant or denial of aid under the OAS Law shall be in any way affected or influenced by such opinions or affiliations.
2. The public assistance worker shall conduct himself with courtesy, consideration and respect toward applicants and recipients. The worker shall endeavor at all times to perform his duties in such a manner as to secure for every aged person the maximum amount of aid for which that person is eligible. He shall not attempt to elicit any unnecessary information or make any comment or criticism of any fact concerning an applicant or recipient which is not directly connected with OAS.

(Rev.)

Subsections A and B of this section not relevant to changes are omitted from the agenda.

C. ADULT CHILD

An adult child's maximum liability for two living parents is the same as for one parent.

The degree of legal responsibility for which recovery action may be initiated for an adult child living in the home of the applicant or recipient shall be measured according to the Relatives' Contribution Scale in the same manner as though he were not in the home. Payment of room and board by an adult child does not alter his degree of legal responsibility as this represents an item of expense which must be met regardless of where the child lives.

Allowances for parents, brothers, sisters and grandchildren of servicemen are entirely voluntary and may be terminated at any time by the serviceman. Applicants and recipients shall not be required to request such allowances as a condition to the granting of aid.

A married daughter's liability for the support of her parents is determined by the sum of the following, less the 20% flat deduction provided for in Section A-1040:

- a. Her own earnings
- b. Income constituting her separate property.

She shall not be required to make contributions unless the amount determined by the above formula indicates a liability under the Relatives' Contribution Scale.

A married son's liability for the support of his parents is determined by the sum of the following, less the 20% flat deduction provided for in Section A-1040:

- a. His own earnings
- b. The income constituting his separate property.
- c. The income ^{from} ~~which is~~ community property, ^{other than earnings} ~~subject to his direction and control.~~

D. MINOR CHILD

The earnings of a minor child represent community income of the parents, unless the child is emancipated, in which case, the minor child has the same liability under the scale as an adult child. (See Sec. A-1152, Contributions from Responsible Relatives) (W&IC 2006, 2140, 2160F, 2181, 2224; CC 171c; AGO 51/267, AGO NS 863, AGO NS 5187, Servicemen's Dependents Allowance Act)

(a) To conform to AB 624.

Manual Sections Affected:

A-1020
A-1030
A-1040
A-1050
A-1070
A-1090

AB 624 (Chapter)
W&IC Sec. 2181
2224

Forms Affected:

AG 225
AG 246
AG 246-A

OAS - Determination of the Liability of Responsible Relatives, Finding of Liability, Definition of Net Income Under Relatives' Contribution Scale

Section 2181 of the Welfare and Institutions Code is amended to read as shown under Aid to the Blind - AB 624 on page 127.

Under W&IC Section 2181 the basis of determining the liability of a married daughter or a married son has been revised. Under it, a married daughter's liability is limited to her own earnings and the income from her separate property. This removes the situation which pertained heretofore where it was difficult to establish when a married daughter's income was her own or community income. The married son's liability is now based on his own earnings, income from his separate property, and the community income which is subject to his control. Revision of Manual Section A-1020 was made on this basis.

Manual Section A-1030 defines a dependent and provides that only one responsible relative may claim any given person as his own dependent.

Manual Section A-1040 as revised sets forth the basis for determining net income under the Responsible Relatives' Scale. It eliminates deductions previously allowed. It sets a flat 20% deduction from the gross income and does not permit any deductions for income taxes, social security and unemployment insurance deductions. For persons who are self-employed provision is made for deducting the expenses incident to operating the business or enterprise.

Manual Sections A-1070 and A-1090, as revised, incorporate the provision that the Board of Supervisors may authorize county welfare department staff to determine the relative's responsibility. However, it reserves unto the Board of Supervisors to make a finding of liability which is less than that of the scale.

Forms AG 225, 246, and 246-A are revised to incorporate the provisions of the recently amended W&IC Sections 2181 and 2224 as set forth in the foregoing Manual Sections.

A responsible relative who is self-employed shall also be permitted to make a similar 20% deduction. He, or she, shall first deduct the expenses necessary for obtaining the income from the gross income. From the sum thus arrived at a flat 20% shall be deducted to determine the amount of income to be used in setting the liability. No additional allowance shall be permitted for personal income taxes, personal unemployment insurance taxes and personal social security taxes. (a)

Normal expenses of operating business, including overhead, represent deductible items in determining net income. Expense which is necessary to maintain a business on an operating basis and to preserve the capital investment is given consideration in determining net income. Necessary business and operating expenses which are past due and unpaid represent an obligation of the business to be recognized in determining net income from a business.

In the case of farm operation, for example, the cost of taxes, interest, and principal payments on encumbrances, and depreciation on equipment, shall be considered. When an automobile or other motor vehicle is maintained for the business, reasonable expense for its operation shall be deducted in determining net income.

Overhead and operating expenses are considered in determining net earnings derived from commissions. This includes such items as the maintenance and operation of an automobile used in connection with the business, office rent, telephone, stationery, etc.

Living expenses shall not be deducted when determining net income.

(W&IC 2140, 2181)

(a) Revised to conform to AB 624.

The Relatives' Contribution Scale sets forth the maximum degree of liability for support of applicants for, or recipients of, aid according to the relative's net income and number of dependents. The board of supervisors or its authorized representative shall fix the relative's liability if the amount is that specified by the scale. However, if an amount less than that specified by the scale is warranted by the financial circumstances of the responsible relative the board of supervisors shall fix the amount of the contributions. The Relatives' Contribution Scale is not applicable to the spouse of an applicant or recipient when the spouse's income represents the community income of the couple. (See Sec. A-1116, Division of Income with Spouse)

For the purposes of the Relatives' Contribution Scale, a dependent is defined as a person for whom the relative provides the major portion of support, in or out of the home. Only one relative can claim any given person as a dependent. In other words when both the responsible relative and his or her spouse have responsibility to contribute to the support of the respective parents who are receiving Old Age Security, they shall not both claim the same individuals as dependents for the purpose of determining the degree of their liabilities.

(a)

Remaining portions of this section not relevant to
changes are omitted from the agenda.

A-1040 DEFINITION OF NET INCOME UNDER RELATIVES'
(Rev.) CONTRIBUTION SCALE

A-1040

Income of responsible relatives is the sum of:

1. The income constituting the separate property of that responsible relative.
2. The income, exclusive of earnings, which is community property subject to the direction and control of the responsible relative.
3. The earnings of the responsible relative but not those of his or her spouse.

(a)

Net income of a responsible relative is that amount of income which remains after deducting 20% from the total gross income. No other deductions shall be made for social security taxes, other insurance or retirement contributions (voluntary or arbitrary), personal income tax withholdings, stock or bond deductions of any kind.

In determining net income, there shall be no deduction made from the gross income for such items as lunches, union dues, uniforms, or transportation.

(a) Revised to conform to AB 624.

such contribution in kind may not exceed \$15 insofar as the recipient is concerned. (See Sec. A-1164) However, by providing free rent to the recipient the relative may be foregoing income in a greater amount than the value placed on the contribution in kind to the recipient. In evaluating the amount of the relative's contribution under such circumstances, recognition shall be given to the rental income which the property would normally provide rather than the value to the recipient of the free rent provided.

If the relative appears liable, either for the maximum amount specified in the Relatives' Contribution Scale, or for a lesser amount, a recommendation as to the amount of apparent liability shall be made to the board of supervisors not later than the first month following the end of the 60-day period after the notification to the responsible relative. If the relative appears to have no liability, the facts supporting this conclusion shall be recorded in the case record.

If there is reason to believe the information reported by the relative on Form Ag 225 is not accurate, the county shall exercise reasonable diligence in investigating further the financial circumstances of the relative before recommendation as to the amount of liability is made. In no case shall an employer of a relative be contacted without first obtaining the consent of the relative involved.

If the relative fails to file the Form Ag 225 requested of him, see Sec. A-1060, Action When Responsible Relative Fails to Return Form Ag 225. (W&IC 2140, 2181, 2181.05, 2224)

The county shall determine whether there is, within the state, a spouse or adult child pecuniarily able to contribute to the support of an applicant or recipient. The relative shall be requested to complete Form Ag 225, Statement of Responsible Relative, indicating whether he is in fact contributing, and will contribute, to the applicant or recipient, and stating his net income and additional information necessary to determine his degree of liability.

Form Ag 225 shall contain a written declaration that the statements made therein are true and correct and are made under the penalties of perjury. The form shall not be required to be signed under oath.

The responsible relative shall be allowed 10 days from the date of mailing to complete and return the Form Ag 225 if living in the county, or 30 days if living outside the county. The action to be taken in relation to Form Ag 225 filed with the county shall be governed by the following:

1. Form Ag 225 shows no liability for support

In the absence of any information which conflicts with that given by the relative, a determination of non-liability shall be made by the welfare department. Referral to the board of supervisors is not necessary.

2. Form Ag 225 shows relative will contribute equal to, or more than, liability

The county shall recommend to the board of supervisors the amount of the relative's liability under the Relatives' Contribution Scale.

3. Form Ag 225 shows relative will contribute less than liability

The Ag 225 may show that the relative will contribute less than his apparent liability, or that he will make no contribution. The county shall notify the relative of the amount he appears able to contribute; also, that if he believes he is unable to contribute the specified amount he may submit information regarding circumstances which he believes should be given consideration, such information to be submitted within a specified period, not to exceed 60 days.

Should the relative submit additional information regarding his financial circumstances, the board of supervisors shall consider unusual circumstances in determining whether, or for what amount, the relative appears liable. Among the circumstances reported by the relative may be the expense to the relative of providing the applicant or recipient with free rent in a separate dwelling, apartment, etc. The value of

(a)

- a. Dependents. In listing your dependents, count only those persons actually dependent upon you. You must not count those persons listed by your spouse as dependents if he or she has responsibility to contribute to the support of his or her parents who are receiving Old Age Security. List the names, addresses and relationship of all your dependents the space provided on the back of this form.

4. My total monthly income is as follows:

Married Daughter. If you are a married daughter report as your income only the sum of the income from your separate property and your own earnings.

- Married Son. The income you must report consists of the sum of
- Your own earnings (but not the earnings of your wife).
 - The income from your own separate real and personal property.
 - The income from community, real and personal, property.

Income from my earnings \$ _____ per month _____
Name and address of employer

Income from my separate property \$ _____ per month _____
Source

Income from community property.

_____ \$ _____ per month Total Gross Monthly Income \$ _____

Date _____

State No. _____

County No. _____

STATEMENT OF RESPONSIBLE RELATIVE OF APPLICANT UNDER
OLD AGE SECURITY LAWBe Sure to Complete
All Items on This
Form

TO:

The eligibility of _____ for aid under the Old Age Security Law is under consideration. Under the law children and spouses of persons receiving Old Age Security are required to contribute to the support of such recipients if they are able to do so. Whether or not a relative is able to contribute is determined according to a scale based on the relative's income and the number of dependents.

This form is for your use in making a statement of your income, expenses, and the number of your dependents. Under the law a responsible relative living within this county must return the completed form to the county welfare department within 10 days. If you live in some other county in the state, the completed form must be returned within 30 days.

Please insert the information requested below, sign the form, and return it immediately to the attention of

County Welfare Department

Address _____

I, _____, residing at _____,
Name of Relative

the _____ of the above named applicant do hereby make the following statements concerning my income, dependents and contributions to the above named applicant.
Husband, Wife, Son or Daughter

1. I am now contributing \$ _____ Free rent _____ Free board _____
Amount of Yes or No Yes or No
Other contribution to the recipient (explain) _____
Amount and for what

2. I am single _____ Married _____ Widowed _____ Divorced _____ Separated _____ (check one)

3. The number of persons dependent upon my income including myself but not including the applicant is _____
(No. of persons)

a. Dependents. In listing the number of people dependent upon you you must count only those persons actually dependent upon you. You must not count those persons listed by your spouse as her dependents if he or she has responsibility to contribute to the support of his or her parents who are receiving Old Age Security.

4. My total monthly income is as follows:

Married Daughter. If you are a married daughter report as your income only the sum of the income from your separate property and your own earnings.

Married Son. The income you must report consists of the sum of

- Your own earnings (but not the earnings of your wife).
- The income from your own separate property.
- The income from community property which is under your control.

Income of any Responsible Relative is the sum of: (a) income which is the separate property of the responsible relative; (b) income (excluding earnings) which is community property of the responsible relative, and (c) income from earnings of the responsible relative (but not of his or her spouse).

Income from my earnings \$ _____ per month _____
Name and address of employer

Income from my separate property \$ _____ per month _____
Source

Income from community property under my control
\$ _____ per month Total Gross Monthly Income \$ _____

5. Expenses necessary to the obtaining of the income reported on Item 4 above are:

Net Income of a responsible relative is that amount of income which remains after deducting 20% from the total gross income. No other deductions shall be made for Social Security taxes, other insurance or retirement contributions, personal income tax withholdings, or stock or bond deductions of any kind.

If a responsible relative is self-employed he may make additional deductions for those expenses necessary for obtaining the income. In such cases he first deducts all operating costs from the total gross income. From the remainder 20% is deducted. The result is the net income on which the responsible relative's liability will be determined. No additional allowance shall be permitted for personal income taxes, personal social security contributions or personal unemployment insurance taxes, etc.

Type of Expense	Amount Per Month
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Expenses (self-employed only) \$ _____	

My net monthly income, after deducting my expenses, is (self-employed only) \$ _____
(See Items 4 and 5 above)

Less 20% \$ _____

6. My net monthly income. \$ _____

7. I have unusual expenses which I believe should be given consideration in determining my ability to contribute (such as the cost of necessary service or care due to illness in the family, etc.)

ITEM	AMOUNT
_____	_____
_____	_____
_____	_____

8. I will from _____ contribute \$ _____. Free rent _____ Free board _____
Date Yes or No Yes or No

Other contributions (explain) _____
Amount and for what

I declare under the penalties of perjury that the above statements are true and correct.

Signature of Responsible Relative

Date

Street Number or Rural Route

City or Town

250

DEPENDENTS

For the purposes of the Relatives' Contribution Scale, a dependent is defined as a person for whom you provide the major portion of support, in or out of the home. List all of your dependents here:

[illegible]

RELATIVES' CONTRIBUTION SCALE

A. Net monthly income of responsible relatives in family	1	2	3	4	5	6	7	8	9	10 and over
	B. Number of persons dependent upon income									
	C. Maximum required monthly contributions									
\$200 or under	0	0	0	0	0	0	0	0	0	0
201- 225	5	0	0	0	0	0	0	0	0	0
226- 250	10	0	0	0	0	0	0	0	0	0
251- 275	15	0	0	0	0	0	0	0	0	0
276- 300	20	0	0	0	0	0	0	0	0	0
301- 325	25	5	0	0	0	0	0	0	0	0
326- 350	30	10	0	0	0	0	0	0	0	0
351- 375	35	15	5	0	0	0	0	0	0	0
376- 400	40	20	10	0	0	0	0	0	0	0
401- 425	45	25	15	5	0	0	0	0	0	0
426- 450	50	30	20	10	0	0	0	0	0	0
451- 475	55	35	25	15	5	0	0	0	0	0
476- 500	60	40	30	20	10	0	0	0	0	0
501- 525	65	45	35	25	15	5	0	0	0	0
526- 550	70	50	40	30	20	10	0	0	0	0
551- 575	75	55	45	35	25	15	5	0	0	0
576- 600	80	60	50	40	30	20	10	0	0	0
601- 625	85	65	55	45	35	25	15	5	0	0
626- 650	90	70	60	50	40	30	20	10	0	0
651- 675	95	75	65	55	45	35	25	15	5	0
676- 700	100	80	70	60	50	40	30	20	10	0
701- 725	105	85	75	65	55	45	35	25	15	5
726- 750	110	90	80	70	60	50	40	30	20	10
751- 775	115	95	85	75	65	55	45	35	25	15
776- 800	120	100	90	80	70	60	50	40	30	20
801- 825	125	105	95	85	75	65	55	45	35	25
826- 850	130	110	100	90	80	70	60	50	40	30
851- 875	135	115	105	95	85	75	65	55	45	35
876- 900	140	120	110	100	90	80	70	60	50	40
901- 925	145	125	115	105	95	85	75	65	55	45
926- 950	150	130	120	110	100	90	80	70	60	50
951- 975	155	135	125	115	105	95	85	75	65	55
976-1,000	160	140	130	120	110	100	90	80	70	60
1,001-1,025	165	145	135	125	115	105	95	85	75	65
1,026-1,050	170	150	140	130	120	110	100	90	80	70
1,051-1,075	175	155	145	135	125	115	105	95	85	75
1,076-1,100	180	160	150	140	130	120	110	100	90	80
1,101-1,125	185	165	155	145	135	125	115	105	95	85
1,126-1,150	190	170	160	150	140	130	120	110	100	90
1,151-1,175	195	175	165	155	145	135	125	115	105	95

For each additional \$25 net income over \$1175 (Col. A) the maximum required monthly contribution is increased \$5 in each column under B and C.

NOTE.--When the spouse of the applicant is making the statement the above scale does not apply unless the income of that spouse is his or her separate property, i.e., is not community income under the community property laws of California.

The county board of supervisors, or its authorized representative, shall set the amount for which the responsible relative is liable in accordance with the Relatives' Contribution Scale. The board of supervisors shall set the liability at an amount less than that specified by the scale if warranted by the financial circumstances of the responsible relative. The effective date of the liability shall not be prior to the date on which the finding of liability is made. Ordinarily the information submitted by the relative on Form Ag 225, and any supplemental information, is the basis for the finding. However, if the relative refuses to complete the forms and through independent investigation the county is able to obtain factual information on the relative's income and assets, liability may be determined on the basis of such information.

Each relative for whom a degree of liability is found shall be forwarded a completed Form Ag 246, Notification of County Finding of Liability of Responsible Relatives, showing the action taken. Form Ag 246, or an approved alternate form, is to be used in all cases except that the Form Ag 246-A may be used if the relative's contribution is equal to or greater than his liability under the Relatives' Contribution Scale, or his liability as established by the county. A completed copy of the notification shall be retained in the case record.

(W&IC 2140, 2181; AGO NS 5145)

If the person receiving aid has within the state a spouse or adult child pecuniarily able to support said person but who is not supporting or contributing to the extent of his ability as determined by the board of supervisors or its authorized representative in accord with the Relatives' Contribution Scale (or a lesser amount as established by the board in unusual cases), the board of supervisors shall request the district attorney or other civil legal officer of the county granting aid to proceed against such relatives in the order of their responsibility to support. Upon such demand, the district attorney, or other legal officer shall, on behalf of the county, maintain an action against the relative in the Superior Court of the county granting aid. Such action shall be for the purpose of recovering such portion of the aid granted as the relative is able to pay and to secure an order requiring the payment of any sums which may become due in the future for which the relative may be liable. If the district attorney or other civil officer of the county determines for any reason that an action should not be brought, a report of his findings and the reason therefor shall be made to the board of supervisors of the county. (a)

The responsible relative shall be held liable to reimburse the county for such portion of the aid advanced to the recipient of OAS as he is able to pay, but only from the date the board of supervisors makes a finding as to liability of the particular relative and provided the relative has failed to contribute in accord with that liability. The board of supervisors' finding as to a relative's liability shall not retroact to apply to a period prior to the date on which the board of supervisors made a finding of liability on the part of the relative. (W&IC 2224, AGO NS 5145)

(a) To conform to AB 640.

State of California

COUNTY

Department of Social Welfare

NOTIFICATION OF ~~BOARD OF SUPERVISORS'~~ FINDING OF
LIABILITY OF RESPONSIBLE RELATIVE

OLD AGE SECURITY

County

To _____

County No. _____

State No. _____

District _____

The records of the County Welfare Department show that you are now contributing
\$ _____ to the support of _____.

Name of Applicant or Recipient

It is now necessary under Sections 2181 and 2224 of the Welfare and Institutions
Code to set the amount of your liability for the support of your _____.

Mother or Father

Therefore, according to the figures presented by you concerning your circumstances,
your liability has been determined to be \$ _____ a month, effective from _____.

Date of Board of Supervisors' Action

This determination is based upon the finding of the ~~Board of Supervisors~~ that your
financial circumstances are as follows:

- | | |
|--|---|
| 1. Total gross monthly income \$ _____ | 3. Number of dependents _____ |
| 2. Total net monthly income \$ _____ | 4. Degree of liability as determined
by Relatives' Contribution Scale \$ _____ |

Remarks, if any: _____

Your contribution as shown above meets the requirements set by the Welfare and
Institutions Code. If there is any change in your circumstances or the amount of
your contribution, please notify the County Welfare Department.

If you have any questions regarding this notification, please discuss them with
the County Welfare Department located at _____.

Address

By action of the County of _____

this _____ day of _____, 19 _____.

Authorized Signature

Title

5. Aid shall begin on the date specified by the SSWB in an order awarding aid. (See Sec. A-1314, Payments Made Upon The Order of the SSWB)

The day following that on which an application is signed or restoration is requested is the first day of the investigation period. When the 60th calendar date falls on a Sunday or legal holiday the following day is considered the last day of the investigation.

(a)

The beginning date of aid shall not precede the signing of the application or the date of request for restoration of aid.

Exception: If the recipient transfers from one county to another, the beginning date of aid in the second county may precede the signing of the application in the second county. (See Sec. A-1420, B-1, Procedure for Transfer of Aid.)

(b)

If the application is signed within 60 days prior to the date on which the applicant will become 65 years of age the beginning date of aid shall not be prior to the date on which the applicant became 65 years old.

If investigation established eligibility only from a date subsequent to the date when aid would be effective under the provisions of W&IC Section 2180.5, or 2180.6, aid shall not be granted prior to the date on which the applicant became eligible as established by the investigation. Under such circumstances a statement of the specific reason for the later beginning date of aid shall be made on the aid authorization document.

(b)

B. Restoration Following Discontinuance Due to Employment

The effective date of restoration following a discontinuance because of income from employment shall be the first of the month following the date restoration is requested. The effective date shall be the same whether the request for restoration is made in the county that discontinued aid or in any other county. (See Sec. A-288, Authorization of Aid Following Discontinuance Due to Employment, governing authorization and delivery of payment within 30 days from the date of request, and requirements when aid is restored conditionally.)

(c)

Example 5: Aid discontinued for employment 1-31. Restoration request signed 5-17. Investigation completed and aid authorized 6-4, effective 6-1. (First of the month following request.)

(c)

(Continued)

(a) To conform to SB 809.

(b) To conform to SB 809 and to eliminate unnecessary language.

(c) " " " AB 41.

A. New Applications and Restorations

The beginning date of aid on every application or restoration, (except a restoration following a discontinuance because of employment or an automatic restoration see Secs. A-284, ~~Reapplication or Restoration of Aid Following Discontinuance Due to Employment~~ and A-288, Authorization of Aid Following Discontinuance Due to Employment, ^{and} A-280, Restoration of Aid) is determined as follows:

1. Aid shall begin on the date the application is signed or request for restoration is made if county action granting aid is taken in the same month.

Example 1: Application signed September 6 and granted September 21. Aid begins September 6.

2. Aid shall begin on the first day of the month in which the application or restoration is granted if the application was signed or restoration requested in a previous month, and the county grants aid within 60 days or less.

Example 2: Request for restoration of aid made on September 15 and granted October 3. Aid begins October 1.

3. If the application or request for restoration is granted on the sixty-first or some subsequent date after the application or request for restoration, aid shall begin on the first of the month in which the county grants aid, or from the first of the month following the expiration of the 60 day period, whichever is earlier. (See Sec. A-1316, Retroactive Aid Payments)

Example 3: Application signed July 15 is granted September 18. The 60 day period ended September 13. Aid is paid beginning September 1 as the first of the month in which the application is granted is earlier than the first of the month following the end of the 60 day period.

Example 4: Application signed July 5. The 60 day period ended September 3. Application granted November 8. Aid is paid beginning October 1 as the first of the month following the end of the 60 day period is earlier than the first of the month in which the application is granted.

4. If an application was improperly denied and such erroneous action is corrected aid shall begin on the date aid would have begun had there been no denial action. (See Sec. A-1316, Retroactive Aid Payments)

(Continued)

(a) To conform to SB 809 and AB-41.

(b) To conform to SB 809.

Initial payments are the first payments made on new applications and restorations. Initial payments may not be suspended. (See Sec. A-1324, Suspension Procedure.)

When aid begins on the first day of a month, payment shall be made for the full month. When aid begins during a month, the initial payment shall cover only the portion of the month for which aid is granted including the beginning day.

Initial payments of aid shall be made within the month for which such aid is granted or not later in the following month than the time when such payments would normally be issued under the county's customary fiscal procedure, except as noted below.

A. INITIAL PAYMENTS FOR PRIOR MONTHS

Initial payments shall be paid for months prior to that in which the county grants an application or restores aid in the following instances: (See Sec. A-1316, Retroactive Aid Payments.)

1. If aid is granted on appeal by the SSWB or by the board of supervisors.
2. If the SDSW concurs in a county recommendation that retroactive aid be paid. (See Sec. A-1576, Stipulated Appeals)
3. If retroactive aid is granted because an application for aid has been improperly denied and such action is later corrected. (See Sec. A-1302, Beginning Date of Aid.)
4. If retroactive aid is granted because the investigation is not completed within 60 days after an application is signed or restoration requested. (See Sec. A-1302, Beginning Date of Aid.) If the investigation has required more than 60 days and the payment of retroactive aid is necessary, the payment of such retroactive aid represents the initial payment. Such payment will not be made in the month or months for which the retroactive aid is granted. In such cases, the retroactive payments shall be made in the month of county action granting aid, if possible, and otherwise not later in the following month than the time when such payment would normally be issued under the county's customary fiscal procedure. (See Secs. A-1302, Beginning Date of Aid and A-1352, When Federal Participation is Available.) in OAS Payments.)

~~(a) Rearranged for clarity. No change in policy.~~

~~(b) To conform to SB 809-~~

~~(c) Clarification - The action to "Correct" is the action which rescinds.~~

~~(d) Deletion because statement not applicable under AB 41.~~

Example 6: Aid discontinued 3-31 because of employment. Restoration request signed 9-2. The facts as to eligibility are not available by 9-27 the last day on which aid can be authorized and the warrant delivered before the expiration of 30 days from the request. The man's statement indicates presumptive eligibility and aid is authorized conditionally on 9-27, effective from 10-1. (First of the month following request)

(a)

(W&IC 2140, 2180.1, 2180.5, 2180.6, 2183.9, FSSA)

A-1304 BEGINNING DATE OF AID--RESTORATIONS
(Del.)

A-1304

(b)

~~(a) To conform to AB 41.~~

~~(b) Deletion -- Pertinent content included in A-1302 revised.~~

Retroactive aid means aid paid in a subsequent month for some preceding month or months. All payments of aid shall be made within the month for which aid is granted (See Sec. A-1302, Beginning Date of Aid) except that retroactive aid shall be paid by the county in the following types of situations (See Manual of Fiscal Policies and Procedures Sec. F-730, Claiming of Aid Payments).

1. If retroactive aid is granted upon appeal to the SSWB or when the SDSW concurs in the county's recommendation that the appeal be adjusted by payment of retroactive aid without hearing by the SSWB (See Secs. A-1568, Decision by SSWB, A-1578, Stipulated Appeals). *A-1576,*

2. If retroactive initial payments are due because the investigation of an application or restoration exceeded the period specified in W&IC Sec. 2180.5 (See Sec. A-1306, Initial Payments). The action of the county may be an original action or it may be a subsequent action to correct the original action if it is found that the beginning date originally established was not in accord with the legal provisions. (a)

Example: An OAS application signed on July 15 was granted on September 15, aid to start effective October 1. On October 25 the county discovers that aid should have been effective September 1 according to W&IC Sec. 2180.5. On November 2 the county takes action correcting the erroneous beginning date of aid by ordering aid paid effective September 1.

3. If an authorized award is in effect, but through error no payment is made, and the payment due is made within a three-month period, including the month in which no payment was made. No further county action is necessary.
4. If a payment in a particular month is made for less than the authorized award for that month, and the additional payment due is made within a three-month period, including the month in which the erroneous payment was made. No further county action is necessary.

Example: The authorized award for a recipient of OAS for October is \$75. Due to an error the recipient was paid \$60 for October. County shall pay recipient additional \$15 due for October in November or not later than December 31.

5. If an award has been made and remains in effect, but payment of aid is suspended and subsequently eligibility to the suspended warrants is established. Action by the board of supervisors or its delegated agent is not required to release a suspended warrant. (See Sec. A-1324, Suspension Procedure.) (b)

(a) To conform to AB 2816.

(b) Clarification, no change in policy.

Example 1: An application signed on August 5, is granted the following January 10 with aid to begin November 1. November, December, and January payments shall be made in January. (Had county action occurred so late in January that it was not possible to make the payments in January, the payments for November, December and January would be made in February.)

The amount of the grant for each month for which retroactive aid is paid shall be the amount for which the applicant is eligible.

Example 2: The 60-day period expired September 27, but county action determining eligibility is not taken until November 3. Aid is granted effective October 1. The applicant has a regular income of \$25 a month from a veteran's pension and \$4 a month value of occupancy making a total income of \$29 a month. Total need in October was \$82, but increased to \$87 on November 1. On November 3, aid is granted effective October 1, for \$53 (\$82 need less \$29 income). Also on November 3 the county ^{increased} aid to \$58 effective November 1. (Total need \$87 less income \$29.)

(b)-

B. INITIAL PAYMENT FOR A SUBSEQUENT MONTH

An initial payment shall be paid for the month subsequent to that in which the county restores aid following a discontinuance due to income from employment if either actual or presumptive eligibility exists, and the thirty day period (from date of request) for delivery of the warrant terminates in the same month restoration is requested. (See Sec. A-288, Authorization of Aid Following Discontinuance Due to Employment.)

Example: Request for restoration following discontinuance due to employment signed 3/1. Unless ineligibility is established aid must be authorized and delivered to the recipient not later than 3/31 (30 days after request for restoration). Payment is effective 4/1.

(a)-

(W&IC 2140, 2180.5, 2180.6, 2183.9; FSSA)

~~(a) To conform to AB 41~~

~~(b) To eliminate unnecessary reference to forms which become obsolete when the county changes to the new aid authorization procedure.
(Bull. 480)~~

When a regular or non-county recipient moves to another county in the state with intent to make it his residence, there shall be no interruption of aid due to such change of residence. A regular recipient is defined as one who has been a resident of the county through which he is receiving aid for one year or more. A non-county recipient is one who has been a resident of the county through which he is receiving aid for less than one year. Aid to a regular recipient shall be paid by the first county until a one-year period of residence in the second county is completed, if the recipient remains otherwise eligible. Aid to a non-county recipient shall be granted by the second county as soon as possible. Non-county aid will be reimbursed in full by the state until continuous residence of one year has been completed in a single county, if the recipient remains otherwise eligible.

(See Sec. A-268, Change of County Residence Prior to Granting or Restoring Aid, for procedure when county residence is changed after application or request for restoration but before aid is granted.)

(a)

The presumption is that residence in the second county starts upon the date of removal from the first county unless the presumption is refuted by positive evidence. (W&IC 2140, 2200)

(b)

- ~~(a) For clarification pertinent portions of Sec. A-1440 incorporated in this section. Sec. A-1440 to be canceled.~~
~~(b) Section A-1440 to be deleted -- combined with A-1400.~~

6. If a warrant is returned to the county auditor's office because of a change in the address of the recipient, such warrant shall be transmitted to the recipient's new address as soon as possible in the current month or within the two subsequent months following that for which the warrant was issued. (See Sec. A-1336, Time of Payment.)

Remaining portions of this section not relevant to changes are omitted from the agenda.

Notification of Suspended (Withheld) Aid Payments

OLD AGE SECURITY

_____ COUNTY

To:

Date_____

State Number_____

County Number_____

District_____

Your Old Age Security warrant for the month of _____ has been suspended (withheld) pending completion of investigation of your eligibility to receive it. This action was necessary because

Every effort is being made to complete the investigation promptly and if you are found eligible to receive the warrant it will be sent to you. Otherwise the aid can not be paid.

If you do not understand this notice, or are dissatisfied with the action taken, contact the County

Welfare Department located at _____
for discussion of any questions involved.

COUNTY WELFARE DEPARTMENT

By _____

IMPORTANT NOTICE

If you have any questions or you desire further information regarding your application or the amount of aid paid to you.

You may get in touch with your social worker who will be glad to discuss your problem with you. All facts and any further information you wish to present will be given careful consideration. If an adjustment is in order, it will be made.

You may request a hearing before your county board of supervisors. If you wish such a hearing it must be requested within 30 days from the date of this notice.

You may inform the nearest office of the State Department of Social Welfare of your complaint by calling in person, or writing to that office. The department will then notify the county welfare department. Upon receipt of this notification the county welfare department will review the facts in your case. If they determine that you are entitled to an adjustment it may be possible to settle your complaint without further action on your part.

You may appeal for a hearing, and a decision by the Social Welfare Board. Your appeal must be in writing. A letter is sufficient but you must state that you want a hearing and tell why you are dissatisfied. If you wish to appeal send your letter requesting a hearing to the nearest office of the State Department of Social Welfare. Appeals must be filed within 90 days of the action with which you are dissatisfied. If you have already requested a hearing before the county board of supervisors you may not appeal to the State Department of Social Welfare until the Board of Supervisors has made its decision.

Offices of the State Department of Social Welfare are located at:

Mirror Building, 145 South Spring Street, Los Angeles 12, California.
1530 Capitol Avenue, Sacramento 14, California.
Pacific Building, 821 Market Street, San Francisco 3, California.

When payment of aid by the first county (either on a participating or non-county basis) is discontinued for cause, subsequent to the recipient's removal to the second county, responsibility of the first county ceases.

Exception: If in any transfer case it is necessary to discontinue aid to adjust for overpayment within the current adjustment period due to an initial OASI payment, the first county shall restore aid. The first county shall continue aid until the date when the second county is due to assume responsibility in the same manner as though aid had not been interrupted.

If restoration of aid is later requested in the second county, a new application shall be taken by the second county. If such request follows discontinuance by the first county because of employment the new application shall be processed as a "restoration following discontinuance because of employment" and payment shall be delivered to eligible persons within 30 days. The authorization document shall be designated as a "restoration". (See Sec. A-288, Authorization of Aid Following Discontinuance Due to Employment.)

If eligibility is established but residence of one year in the second county has not been completed, aid is payable on a non-county basis until the end of the month in which the required one-year period of county residence is completed. If, however, residence in the second county was established on the first of the month, the second county participates in the payment of aid one year from such date.

Example: A recipient of OAS in County A, moved to County B, with intent to reside, on October 19, 1950. On December 15, 1950, he received an inheritance which brought his personal property in excess of the maximum. Aid was discontinued by County A effective December 31, 1950. The former recipient's personal property is reduced within the maximum and he again requests aid in June 1951. His application is taken by County B and non-county aid is granted by County B effective July 1, 1951. If recipient continues to reside in County B, that county will participate in payment of aid on and after November 1, 1951.

Should payment of aid by the first county be discontinued inadvertently or without cause, the above rulings do not apply and the first county shall be responsible for restoration and for continued payment of aid in the same manner as though payment of aid had not been interrupted.

(W&IC 2140)

A-1512 FORM OF APPEAL

B-714

C-612

(Rev.)

A-1512

B-714

C-612

An appeal must be in writing and must be signed by the appellant. The appeal should include the reasons for dissatisfaction, and a request for a hearing. It need not be in any particular form. Form DPA 13, Appeal to the State Social Welfare Board may be used, or the appeal may be made by letter or informal petition.

(a)

(W&IC 103, 104.1)

~~(W&IC 103, 104.1, 3075, 3078, 3460, 3473.2)~~

~~(W&IC 103, 104.1)~~

~~(a) Restatement for purpose of clarification. No change in policy.~~

been drafted to permit filing within a year where the appellant was notified that he had a year within which to file, and did not have written notice or actual knowledge that the appeal period had been reduced.

3. The time limit for rehearings has been clarified so that an application for rehearing may be filed within six months of the board's decision, and it is no longer necessary to have the rehearing conducted within the six months period. This change is reflected in Sections A-1588, B-746, and C-688.
4. Hearings may be continued for not more than thirty days whereas formerly there was no time limit on continuances. This change appears in Sections A-1536, B-722, C-636, A-1560, B-732, C-660, A-1564, B-734, and C-664.

State No. _____

APPEAL TO THE
STATE SOCIAL WELFARE BOARD

The Welfare and Institutions Code requires that an appeal for a hearing before the Social Welfare Board shall be made within ^{90 days} ~~three months~~ after the action with which the applicant or recipient is dissatisfied (Section 104.5).

I, _____, living at
(Name)_____
(Address)

hereby appeal for a hearing before the State Social Welfare Board from the action taken by _____ County regarding my application for or receipt of _____
(Assistance Program)

The reasons for my appeal are as follows: _____

_____Signed _____ on _____
(Date)

IF YOU DESIRE TO APPEAL, THIS FORM SHOULD BE SIGNED AND RETURNED PROMPTLY TO THE STATE DEPARTMENT OF SOCIAL WELFARE AT:

On receipt of notification by the SDSW that an appeal has been filed, the county shall review its record immediately, in order:

1. To prepare a statement, Basis of Action, (See Sec. A-1532) and mail copies to the appellant and to the SDSW within ten days of receipt of notification that the appeal has been filed;
2. To re-examine the action or situation cited to determine if adjustment through county administrative action is in order; and to notify the SDSW immediately if there is a possibility of adjustment; and
3. To determine whether additional investigation is necessary.

(a)

The county shall make any necessary additional investigation in preparation for the hearing. If the amount of aid is in issue, the county prior to the hearing shall verify all points of eligibility and shall make a complete computation of the aid which will be allowable month by month if the appeal is granted, showing how the amounts were determined.

(a)

The county has continuing responsibility for maintaining contact with the appellant and shall report promptly to the SDSW, attention Central Office, Appeals Unit, any change in the appellant's mailing address that comes to the county's knowledge during the period that hearing and decision are pending.

In general, the county has responsibility for such preparation for, and participation in, the hearing as will facilitate a full and fair hearing.

(W&IC 103, 104.1)

(W&IC 103, 104.1, 3075, 3078, 3460, 3473.2)

(W&IC 103, 104.1)

(a) To conform to AB 1815.

An appeal may not be filed more than 90 days after the order or action complained of. Time shall be computed by excluding the date of the order or action. If the ninetieth day falls upon a Saturday, Sunday or holiday the appeal may be filed upon the next business day. The date of filing shall be the date the appeal is actually received in any office of the SDSW. The date of the order or action complained of shall be the date that notice of such order or action was mailed to the appellant except as set forth below:

~~(a)~~~~(b)~~~~(c)~~

1. In appeals for the return of erroneous repayments the date of collection or the date of the last installment payment is the determining date.
2. In appeals from demand for repayment the date of the last demand or the date agreement to repay was signed or a lien taken, whichever is later, is the determining date.
3. In appeals involving amount of the grant, for example, a decrease in grant that has continued for more than 90 days, appeal may be made from deductions made during the preceding 90 days since the granting of aid is considered a succession of monthly orders by the county.
4. In appeals from retroactive discontinuance following cancellation of suspended warrants, the date of discontinuance action is the determining date. The period involved in the appeal would extend back to the effective date of the discontinuance.

If the county's action was taken or order made prior to September 9, 1953, an appeal therefrom must be filed not later than one year from such action or by December 8, 1953, whichever date occurs earlier. An appeal may be filed within one year of the county's action by any appellant who received written notice that he could appeal within one year, and who failed to file his appeal promptly, because of lack of written notice or actual knowledge that the appeal period had been shortened.

~~(d)~~~~(W&IC 103, 104.5)~~~~(W&IC 103, 104.5, 3075, 3078, 3460, 3473.2)~~~~(W&IC 103, 104.5)~~~~(a) To conform to AB 1815.~~~~(b) Codification of existing policy.~~~~(c) New policy.~~~~(d) Effectuation of change of law (AB 1815).~~

2. Place of hearing. Since the place of hearing must be convenient to the appellant's home, it is generally held at the county seat of the county in which the appellant is living at the time of the hearing. If transportation presents a major problem to the appellant or if he is physically unable to undertake the trip to the county seat, the appellant may request that the hearing be held in another county, in his home community or in his own home if he is bedridden or otherwise unable to leave his home.

The county in which the hearing is to be held shall assist in arranging for a suitable hearing room when requested to do so by the SDSW. The room should be large enough to accommodate approximately 6 or 8 people and should contain a table at which that number can be seated. It should be in some public building, preferably in quarters other than those occupied by the county welfare department, and should afford privacy. The room should be acoustically suitable for electronic recording equipment. Thus it should be as far removed as possible from machinery and street noises, and should be subject to a minimum of echo.

(a)-

(a)-

3. Notification. The appellant and the county shall have not less than 10-day's notice of the time and place of hearing. Notification shall be in writing and shall be sent by registered mail, return receipt requested.

Upon request of the appellant or the county, the SSWB or a referee may for good cause continue a hearing for a period not to exceed 30 days.

(b)

(W&IC 103, 104.1, 104.5)

~~(W&IC 103, 104.1, 3075, 3078, 3460, 3473.2)~~

~~(W&IC 103, 104.1, 104.5)~~

Within ten days after receipt of notification that an appeal has been filed, the county shall send to the appellant and to the SDSW copies of a summary called Basis of Action which shall include the following:

1. A statement of the county action or actions from which appeal is made, and the date of such action;
2. A brief statement in non-technical language of the reasons for taking the action appealed from.

The county may include within the Basis of Action a review of the evidence, a statement of verification of eligibility, results of additional investigation, or other points and information concerning computation of aid if payable, provided that the inclusion of such material does not delay the submission of the Basis of Action.

If, prior to the hearing, the county determines that the appellant's eligibility on some point other than that mentioned in the Basis of Action is in question the county shall send to the appellant and to the SDSW a brief supplemental statement of the additional points at issue so that if necessary the additional issues may be considered at the hearing.

(a)

(W&IC 103)

(W&IC 103, 104.5, 3075, 3078, 3460, 3473.2)

(W&IC 103)

A-1536 SETTING THE HEARING

B-722

C-636

(Rev.)

A-1536

B-722

C-636

Responsibility for scheduling the time and place of hearing rests with the SDSW. Procedures leading to a hearing are initiated as soon as an appeal is filed. Any change of address or any information either affecting the time or place of hearing or being submitted for presentation at the hearing should be directed to the SDSW, attention Central Office Appeals Section.

1. Date of Hearing. After expiration of the time for receipt
A-1532
of the Basis of Action (See Sec. ~~B-720~~), the SDSW shall
~~C-632~~
schedule the hearing for the first available date that will
permit ten days notice to the appellant and the county.

(a) To conform to AB 1815.

If the referee finds that immediately available information is not adequate and additional investigation is needed, or that there are specific items of information essential to the hearing but which cannot be obtained without some delay, he shall continue the hearing. The referee may continue the hearing for not more than 30 days at the request of either party. (a)

1. If the desired information is readily available to one or both of the principals, the referee shall, before adjourning the original hearing, set the time and place for the continued hearing at the earliest suitable date, notifying the principals that there will be no further written notice. He shall instruct one or both principals to bring the desired information to the continued hearing.
2. If the needed information is not readily available and further investigation is required, the referee shall instruct the principals to cooperate in securing the information but shall place primary responsibility upon the county for verifying and reporting the information to the SDSW, attention Central Office Appeals Section. The referee shall continue the hearing, and so notify the SDSW, attention Central Office Appeals Section, but shall set no time or place for the continued hearing. When the required investigation has been completed and reported, the SDSW shall set a date for the continued hearing, giving notice in the usual manner.

(W&IC 103, 104.5)

(~~W&IC 103, 104.5, 3075, 3078, 3460, 3473.2~~)

(~~W&IC 103, 104.5~~)

If the appellant, or his duly authorized representative, fails to appear at the time and place set for hearing, the referee may continue the hearing and refer it to the SDSW, attention Central Office Appeals Section. The SDSW shall inquire of the appellant, as to his wishes regarding his appeal and shall set a new date for the hearing if the appellant wishes to continue. The hearing may be continued for a period not to exceed 30 days. (a)

The referee may in his discretion attempt to contact the appellant or his duly authorized representative to determine the reason for non-appearance and to determine whether a further hearing is desired. If the referee determines that a further hearing is not desired he shall recommend that the appeal be dismissed.

(a) To conform to AB 1815.

QUESTIONNAIRE

A-1554 INTERROGATORIES
B-729
C-654
(New)

A-1554
B-729
C-654

The testimony of an appellant or other witness who is outside the state may be secured by written interrogatories answered under oath. The parties shall be given an opportunity to propose questions, to rebut the answers, and to submit evidence in addition to that contained in the interrogatory. The submission of a completed interrogatory by an appellant who is outside the state shall constitute an appearance by the appellant.

(a)

(W&IC 103, 104.1, 104.5)
(W&IC 103, 104.1, 104.5, 3075, 3078, 3460, 3473.2)
(W&IC 103, 104.1, 104.5)

(a) New Section. Codification of existing procedure. During the past year several cases have been processed through the use of interrogatories. The question has been raised whether this procedure is authorized and whether it is in conformity with other regulations which require an appearance by the appellant or his representative. These proposed changes are intended to remove doubts as to the use of the interrogatory procedure which is a less formal and less expensive process than the deposition process which is available to the SSWD under Section 104.5 (b) of the Welfare and Institutions Code, and Section 11189 of the Government Code with respect to persons residing either within or without the state.

If the appellant, or his authorized representative, having received due notice, fails to appear a second time without adequate reason, the referee shall consider the appeal abandoned and shall recommend to the SSWB that the appeal be dismissed.

(W&IC 103, 104.5)

~~(W&IC 103, 104.5, 3075, 3078, 3460, 3473.2)~~

~~(W&IC 103, 104.5)~~

A-1568 DECISION BY STATE SOCIAL WELFARE BOARD

B-735

C-668

(Rev.)

A-1568

B-735

C-668

The facts stated in the decision shall be based upon the evidence in the case. The decision shall include a statement of the facts and legal or policy provisions involved, and of the reasoning which supports the decision. The decision may but need not specify the amount of the award to be paid unless the amount of the award is in issue.

(a)

(b)

(W&IC 103, 104.1)

~~(W&IC 103, 104.1, 3075, 3078, 3088.5, 3460, 3473.2, 3474.5)~~

~~(W&IC 103, 104.1)~~

(a) Rewording.

(b) To conform to AB 1815.

Remaining portions of this section not relevant
to changes are omitted from the agenda.

(a)

Within 30 days after the mailing of notice of the SSWB's decision to the county, the county shall comply with the SSWB's decision and shall notify the SDSW of the date and manner of compliance. If the SSWB's decision is in favor of the appellant on the issue involved, but aid has not been paid by the county, the notice to the SDSW shall include a brief statement of the new issues which resulted in further denial of aid. Intention to request a re-hearing in the future shall not constitute cause for failure to comply with the SSWB's order.

(a)

A-1588 RE-HEARING

A-1588

B-746

B-746

C-688

C-688

(Rev.)

Within six months after the SSWB's original order or decision the appellant or any county involved in an appeal may apply for a re-hearing or the board may on its own motion order a re-hearing. The request for re-hearing shall contain a statement of the reasons therefor. If the request is to permit presentation of additional evidence, the request shall describe the additional evidence, explain its materiality, and show why it was not previously introduced. If the request is granted, the board may reconsider the decision on the basis of the evidence in the record, or may order the taking of additional evidence. A decision issued upon a re-hearing shall not be subject to further re-hearing.

(b)

(c)

(W&IC 104.5)

(a) ~~To conform to AB 1815 and to establish procedures for reporting compliance. At present there is no definition of reasonable promptness with respect to payment of aid pursuant to SSWB orders, nor is there any procedure for reporting compliance other than indirectly through the claiming process. The claiming process will be ineffectual to indicate compliance with the decision which under AB 1815 does not make an award. Thus the need for a new procedure is indicated.~~

(b) ~~To conform to AB 1815.~~

(c) ~~Codification of existing policy.~~

Certified as a Regulation (or as
Regulations) of the

Department of Social Welfare
(Name of State Agency)

C. J. McFarland
(Signature)

Director
(Title)

8/7/53
(Date)

AREA OFFICES

LOS ANGELES OFFICE
MICHIGAN 8411
MIRROR BUILDING
145 SOUTH SPRING STREET
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SACRAMENTO OFFICE
GILBERT 2-4711
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SAN FRANCISCO OFFICE
EXBROOK 2-8751
PACIFIC BUILDING
821 MARKET STREET
3

Earl Warren
Governor

STATE HEADQUARTERS

SACRAMENTO
GILBERT 2-4711
616 K STREET
14

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

August 7, 1953

Hon. Frank M. Jordan
Secretary of State
Room 117, State Capitol
Sacramento, California

ADDRESS REPLY TO:
616 K. Street
Sacramento 14

Dear Mr. Jordan:

Attached are three copies of regulations issued by the State
Department of Social Welfare

DEPARTMENT BULLETIN NO. 495 (ANC) Effective 9/9/53
DEPARTMENT BULLETIN NO. 496 (ANC) Effective 9/9/53

These regulations were adopted by the State Social Welfare
Board on July 24, 1953, pursuant to the powers conferred upon it by the
Welfare and Institutions Code under Sections 103, 103.5, 114(b), 115,
116, and 1560, and are being filed in accordance with Section 11380 of
the Government Code.

Very sincerely yours,

Charles I. Schottland
Charles I. Schottland
Director

Attachments

FILED

in the Office of the Secretary of State
of the State of California

AUG 7- 1953

At 3 P.M.
FRANK M. JORDAN, Secretary of State
By *Chas. I. Schottland*
Assistant Secretary of State

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

616 K STREET
SACRAMENTO 14
August 6, 1953

FILED

in the Office of the Secretary of State
of the State of California

AUG 7 - 1953

DEPARTMENT BULLETIN NO. 495 (ANC)

TO: COUNTY WELFARE DEPARTMENTS
COUNTY BOARDS OF SUPERVISORS
SAN FRANCISCO PROBATION DEPARTMENT
LOS ANGELES JUVENILE COURT

At _____ M.
FRANK M. JORDAN, Secretary of State
By *[Signature]*
Assistant Secretary of State

Subject: Amendment to Section 1523.5 of
the Welfare and Institutions Code

The 1953 Legislature by AB 1778 amended Section 1523.5 of the Welfare and Institutions Code concerning the employment and vocational rehabilitation of parents receiving ANC. The amendment adds to the reasonable employment requirement written into the ANO Law by the 1951 Legislature the concepts of (a) availability of the parent for employment, and (b) the physical ability of the parent to work. Also the law provides that such parents must register for employment at the nearest office of the State Department of Employment.

Registration with the State Department of Employment must be kept current in accordance with the regulations of that department.

In order to assure that Section 1523.5 as amended is implemented with maximum effectiveness and inter-agency coordination, availability for work and physical ability to work shall be evaluated in accordance with the guides set forth in Manual Section C-207 and the following criteria:

1. Adequate arrangements for the care of the children. The purpose of the ANC program is to provide adequate care for children in their own homes or in substitute homes. Therefore, in determining that a person is available for employment, it is essential that there be proper arrangements for care of the children while the mother is working. It may be possible to arrange for care of the children by older children in the family, adult relatives in the family or in the neighborhood, a substitute housekeeper or other day care facilities. Consideration must be given to the adequacy of the plan for care as it relates to the particular family.
2. Health and strength of the mother. In determining that a person is available for employment, the mother's physical and mental health as it affects her ability to carry a joint responsibility as parent and breadwinner must be considered. This means relating to the mother's health, the number and ages of the children, the kind of work which she will be called upon to do in her employment, as well as the amount of work necessary to maintain her household. For example, an ordinarily healthy mother with one or two children may carry home and job duties which might be impossible or extremely difficult for the mother of a large number of young children.
3. Reasonable Employment. Finally, in determining that a specific job is reasonable employment, consideration must be given to:

- a) Accessibility of the work
- b) Hours, conditions of work, and wages
- c) Suitability of the job for the particular person involved
- d) Actual availability of a specific job for the specific individual. This means that children should not be denied assistance solely because there is a labor shortage in the community. It may well be that the shortages are for jobs in which the mother would be unable to work.

The California Department of Employment provides a variety of services related to job placement, including registration and referral to employment, labor market information and counseling and selective placement.

Agreement reached between the county welfare department and the local office of the Department of Employment on standard procedures for referral and processing of ANC recipients should facilitate implementation of Section 1523.5 as amended.

Very sincerely yours,

Charles I. Schottland

Charles I. Schottland
Director

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14
August 6, 1953

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COUNTY BOARDS OF SUPERVISORS
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Director

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DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14
August 6, 1953

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COUNTY BOARDS OF SUPERVISORS
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Very sincerely yours,

Charles I. Schottland

Charles I. Schottland
Director

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Earl Warren
Governor

STATE HEADQUARTERS

SACRAMENTO
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14

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

August 7, 1953

Hon. Frank M. Jordan
Secretary of State
Room 117, State Capitol
Sacramento, California

ADDRESS REPLY TO:

616 K. Street
Sacramento 14

Dear Mr. Jordan:

Attached are three copies of regulations which will be issued by the State Department of Social Welfare.

DEPARTMENT BULLETIN NO. 480-B (OAS) Effective 9/9/53

These regulations were adopted by the State Social Welfare Board on July 24, 1953, pursuant to the powers conferred upon it by the Welfare and Institutions Code under Sections 103, 103.5, 115, 116, and 114(b), and are being filed in accordance with Section 11380 of the Government Code.

Very sincerely yours,

Charles I. Schottland

Charles I. Schottland
Director

Attachments

FILED

in the Office of the Secretary of State
of the State of California

AUG 7 - 1953

At 3 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By *Ed Maguire*
Assistant Secretary of State

for Discontinuance opposite "Sec. A" in Item 16; for all codes which call for "specify" in Item 16 enter the explanation opposite "Remarks."

(5) "Conditional" Restoration Following Discontinuance Because of Employment

OAS shall be authorized and shall be delivered within 30 days to every eligible person who requests restoration following discontinuance of OAS due to income from employment. An agent of the Board of Supervisors shall be authorized to grant such aid without further order of the board. Aid shall be granted conditionally if it is not possible to complete the investigation of eligibility in time to authorize and deliver payment within 30 days from the date restoration is requested, provided presumptive eligibility exists. If OAS is granted conditionally the authorization document shall show that no federal reimbursement is to be claimed in any payment which is conditionally made. (See OAS Manual Secs. A-284, ~~Retroactive Aid or Restoration Following Discontinuance Due to Employment~~; A-288 Authorization of Aid Following Discontinuance Because of Employment and A-1352, ~~When Federal Participation is Available.~~) *in OAS Payments.*

For every restoration following discontinuance because of employment, check Item 17 B and in Item 20 enter the date of the written request for restoration (Old Age Security Manual Sec. ~~A-284~~^{A-280}). Also check the appropriate box in Item 20 to designate whether eligibility has been established, or aid is restored conditionally on the basis of presumptive eligibility. Use of Columns in the Payment Data Section is the same as for any other restoration; except that Items 14 through 14 b are always completed on the basis of non-federal status i.e., an "X" designation in Item 15.

Example 13: Aid was discontinued in March because of employment. On (Revised) September 2 the former recipient signs a request for restoration. He rents property in another county and there has been some expense on it. He believes his net income is \$5 a month but won't know the exact amount until he hears from the tenant. The facts are not available by September 27, the last day on which aid can be authorized and the warrant delivered before the expiration of 30 days from request. Aid is authorized on September 27 (after the cut-off date for the October main payroll) effective from October 1, the first of the month following date of request.

Exhibit 13: Enter payroll data for November in Column 6. Enter payroll (Revised) date for October in Column 3. Enter the date of request, 9-2-53, in Item 20 and check the box indicating Conditional Restoration, Presumptive Eligibility.

In every case of conditional restoration, the investigation must be continued with diligence until completed. If completed before the end of the second month following the first month for which aid was paid conditionally, it is necessary to make a retroactive claim for federal participation in the grants which were paid on the basis of presumptive eligibility. If the investigation is completed later than the second month following the month the aid was conditionally restored, federal participation begins with the month in which action completing the investigation is taken.

When all the facts relating to a conditional restoration have been secured, and those facts establish eligibility to receive continued aid, two actions are necessary:

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14
August 7, 1953

DEPARTMENT BULLETIN NO. 480-B (OAS) (Proposed)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DIRECTORS
COUNTY AUDITORS

Subject: Procedures for Use of Form AG 278
- Restoration Following Discon-
tinuance Because of Employment.

Pages 11 and 12 of Bulletin 480 are obsolete effective September 9, 1953. They are replaced, effective on that date, by the attached revisions which are necessary in order to conform to the provisions of Chapter 142, Statutes of 1953 (AB 41) governing restoration of aid following discontinuance because of employment. The attached revisions and Exhibits 13, 14 and 14a replace those attached to Bulletin 480 issued 11/7/52.

Very sincerely yours,

Charles I. Schottland
Director

Attachment

FILED

in the Office of the Secretary of State
of the State of California

AUG 7- 1953

FRANK M. LINDEN, Secretary of State

By *John J. Galt*
Assistant Secretary of State

- (a) A Form Ag 278 shall always be submitted to report the necessary change in participation status on payments for future months even though no change in the amount of the grant may be necessary. The fact that the investigation of the conditional restoration has been completed, and the date from which aid was paid conditionally, shall be reported in Item 16.
- (b) A Form Ag 278 (a), Authorization for Retroactive Change in Participation Status, (see Exhibit 14a revised), shall be submitted to report detail as to the need and income in each month for which a conditional payment has been made, and to indicate the appropriate participation change in each such month so that a retroactive claim for federal participation can be made by the accounting unit (by their use of Form AB 816, Schedule of Adjustments submitted with a monthly claim). Form Ag 278 (a) shall be attached to the Form Ag 278 which is submitted to effect the necessary changes in the master deck as provided in Item (a) above.

(The lower section of Form Ag 278 (a) shall be used to report retroactive corrections in participation status for other reasons such as changes from non-county to regular or vice versa, or retroactive changes from federal to non-federal, or vice versa.

If all of the facts relating to a conditional restoration establish that the recipient has been ineligible for payments already made, and is ineligible for payments for future months, aid shall be discontinued by the submission of Form Ag 278. (The recipient shall be requested to repay all aid for which he was not eligible - see Old Age Security Manual Sec. A-1362.) Under these circumstances no Form Ag 278 (a) is submitted. However, if the facts establish that the recipient is ineligible for future aid, but was eligible to receive the aid paid to him during one or more months for which he has been paid "conditionally," a completed Form Ag 278 (a) shall be submitted to the accounting unit in order that retroactive claim can be made for such federal participation as may be due.

Example 14: Aid is conditionally restored effective 10.1/53 at \$75 a month (\$80 need and \$5 income). Investigation is completed on November 16 and establishes that the grant is and has been in the correct amount.

Exhibit 14: Complete Column 6 showing payment data for December. In Column 4 record the payment data from Column 6 in the last authorization transmitted. (This will result in the master deck plate which calls for a \$75 payment on a non-federal participation basis being replaced by a plate which calls for a \$75 payment on a regular participating basis.

Under "Remarks" in Item 16 state: "Aid conditionally granted effective October 1, 1953. Completed investigation shows grant is and has been correct. Participation status only to be changed." In order that a retroactive claim for federal participation for October and November may be made by the accounting unit, a Form Ag 278 (a) is prepared to accompany Form Ag 278.

AUTHORIZATION

PAY, DENY, SUSPEND, OR DISCONTIN

OLD AGE SECURITY

1. DATE 9-25-53 2. COUNTY Fresno CO# 1432 ST# 1100
 3. NAME Exhibit 13 (Revised) 4. CHANGE NAME FROM: _____
 5. ADDRESS 472 - 10th St., Fresno

Payment Data for Months Specified Below	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
	SUPPLEMENTAL PAYROLL			Last Authorization	New Authorization		Accounting Use Only
					One Month Only	Continuing	
6. Effective - Month-Day-Year			<u>10-1-53</u>	XXXXXXXXXX		<u>11-1-53</u>	
7. Total Need			80	XXXXXXXXXX		80	
8. Total Income (see Item #16)			5	XXXXXXXXXX		5	
9. Need Minus Income			75	XXXXXXXXXX		75	
10. Entitled to Receive @ Rate of			75	XXXXXXXXXX		75	
Net Overpayment in							
11. Adjustment Period (Specify in Item 16)			0	XXXXXXXXXX		0	
11a Difference Between 10 & 11			75	XXXXXXXXXX		75	
Amount Previously							
12. Authorized			0		XXXXXXXXXXXX	XXXXXXXXXXXX	
13. Amount to be Paid			75	XXXXXXXXXX		75	
See Bull 1480 Page 3, Ila.	14. Total Federal Excess		0			0	
	14a Excess on Previous Pymt.		0	XXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	
	14b Excess on this Payment		0	XXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	
15. Code for Participation			X			X	
Enter Code in each Column							

CODE LEGEND R or 1 - Regular (Federal, State, & County) S or 2 - Non-County, Non-Federal (State Pays All) X or 3 - Non-Federal
 FOR ITEM #15. (State & County Only) N or 4 - Non-County (State & Federal Only) If status is "N" or 4 also enter date County participation begins in Item 15.

16. Remarks Verification of \$5 net income from property in Del Norte County not yet available Reason for Discontinuance
 Sec. A CODE(S) _____
 Sec. B CODE _____

17. TYPE ☐ A. NEW - Date of application _____
 If transfer, former county _____
 (Make no entry in Column 4. Complete Item 19 and 20 when applicable.)
☒ B. RESTORATION (Make no entry in Column 4. Complete Items 18, 19 and 20 when applicable.)
☐ C. ADDITIONAL PAYMENT for current or past month (Use Columns 1, 2 or 3.)
☐ D. DISCONTINUANCE, effective date _____ (Complete Column 4; also enter codes in Item 16)
☐ E. APPLICATION DENIED (State reason in Item 16.)
☐ F. INCREASE in continuing grant (Complete Columns 4 and 6.)
☐ G. DECREASE in continuing grant (Complete Columns 4 and 6.)
☐ H. CHANGE FOR ONE MONTH only (Complete Column 4, 5, and 6.)
☐ I. SUSPENSION - Warrants held from _____
☐ J. RETROACTIVE DECREASE (Warrant held and cancelled.)

18. Restored after discontinuance because in a public institution? No Yes. If yes, date of release _____

If "Yes" was automatic restoration authorized?.....No Yes Date _____

19. ☐ Erroneous Denial Date _____, ☐ Erroneous Disc. Date _____, ☐ Appeal Date Signed _____

20. If restored following discontinuance because of employment, enter date of written request for restoration 9-2-53, and check one: ☐ Eligibility Established: ☒ Conditional Restoration, Presumptive Eligibility.

21. I CERTIFY, that the above facts have been verified by investigation, that supporting evidence is on file in the County Office, is open to inspection by duly authorized State and Federal Representatives and that to the best of my knowledge and belief:

- (a) The above-named is entitled to Old Age Security in amounts specified above. ☐
 (b) Payment as specified above is authorized in accord with appeal decision. ☐
 (c) The above-named applicant is ineligible for the reason stated in Item 16. ☐
 (d) The payee is not entitled to aid beyond the date specified in 17 D above for the reason stated in Item 16. ☐

9-25-53

9-26-53

Signature of Social Worker Date Signature of Social Work Supervisor or Director Date

Approved by the County of _____ Authorized Signature _____ Date 9-27-53

AUTHORIZATION OR RETROACTIVE CHANGE IN PARTICIPATION STATUS

Date 11-14-53 Case Name Exhibit 14a (Rev.) County Fresno Co. # 1432 St. # 1100

Section I

☒ Retroactive Claim for Federal Participation on Former Conditional Restoration.

Old Age Security was conditionally restored to the above named, effective 10-1-53 by action on 9-27-53. The payment data for each month for (Date) (Date)

which aid has been paid conditionally is as follows:

Month*	Total Need	Total Income	Eligible to Receive	Change Participation Status from X to:
<u>10-1-53</u>	<u>80</u>	<u>5</u>	<u>75</u>	<u>X</u>
<u>11-1-53</u>	<u>80</u>	<u>5</u>	<u>75</u>	<u>X</u>

(*Begin with the first month for which aid was paid conditionally. End with that month which precedes the month shown in Column 6 of Form Ag 278 submitted to change the participation status beginning with a future payment, and to which this form is attached.) *Note - This exhibit would be attached to, and submitted with Exhibit 14 (Rev.)*

I CERTIFY, that the above facts have been verified by investigation, that supporting evidence is on file in the county office, is open to inspection by duly authorized state and federal representatives and that to the best of my knowledge and belief the above named was entitled to Old Age Security as specified above.

(Signature of Social Worker) 11-15-53 (Date) Signature of Social Work Supervisor or Director 11-15-53 (Date)

Approved by the County of _____ Authorized Signature _____ 11-16-53 (Date)

Section II

☐ Retroactive Change in Participation Status on Other Than "Conditional Payments"

Change the participation status on payments for which reimbursement has already been claimed as follows:

Month and Year	Amount of Payment	Change Participation Status	
		From	To
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Explain:

INSTRUCTIONS

Date - Enter the date the preparation of the form is initiated.

Name - Enter the case name.

County - Enter name of county, the county case number, if any, and the state number.

SECTION I - Retroactive Claim for Federal Participation on Former Conditional Restoration.

Complete Section I to authorize a retroactive claim for federal participation in Old Age Security payments which have been made "conditionally" following a discontinuance because of employment.

Month - See explanation on the form.

Total Need - This is the total need as established by the completed investigation.

Total Income - This is the total net income as established by the completed investigation.

Eligible to Receive - This is the amount of aid the recipient was eligible to receive for the particular month on the basis of need and income as established by the completed investigation. The facts may establish the amount for the particular month to be the same or to be more or less than the amount conditionally paid for the month.

Change Participation Status from X to: - Enter the appropriate code to indicate the basis on which the claim for reimbursement is to be retroactively adjusted. (Use code legend appearing in Item 15 of Form Ag 278.) Note that the elapsed time between the date the aid was restored "conditionally," and the date of the second action which completes the investigation are important factors in determining the particular code. See Manual Section A-1352, page 3, last paragraph.

Certification - Action by the board of supervisors or their delegated agent is necessary and the authorized signature and date must be entered.

SECTION II

The facts may establish that past payments have been incorrectly claimed on a non-county (N) rather than a regular (R) basis, or vice versa. Facts may also establish that federal participation was claimed whereas claim should have been made on a non-federal (X) basis, etc.

Section II is used to request the audit or accounting section to make the necessary adjustment to correct, retroactively, the incorrect participation status on payments which have been made. Exception: This section is never used to request a retroactive participation adjustment on payments which were made "conditionally" following discontinuance of Old Age Security because of employment. See Section I above.

For each month for which a retroactive participation adjustment is necessary, specify the amount of aid paid for that month. In the column headed "Change Participation Status" enter under "From" the participation code status on which reimbursement has already been claimed, i.e., the code status which has now been determined to be incorrect. Under "To" enter the correct code status.